



South Carolina Enterprise Information System

ESS110U: Time and Leave Entry in MySCEmployee Employee Self Service

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Course Map



- **Lesson 1:** Log into the MySCEmployee Website
- **Lesson 2:** Record Working Time (without Charge Objects)
- **Lesson 3:** Record Working Time (with Charge Objects)
- **Lesson 4:** Submit a Leave Request
- **Lesson 5:** Display Quota Balances
- **Lesson 6:** View Leave Statements



South Carolina Enterprise Information System

LESSON 1: Log into the MySCEmployee Website

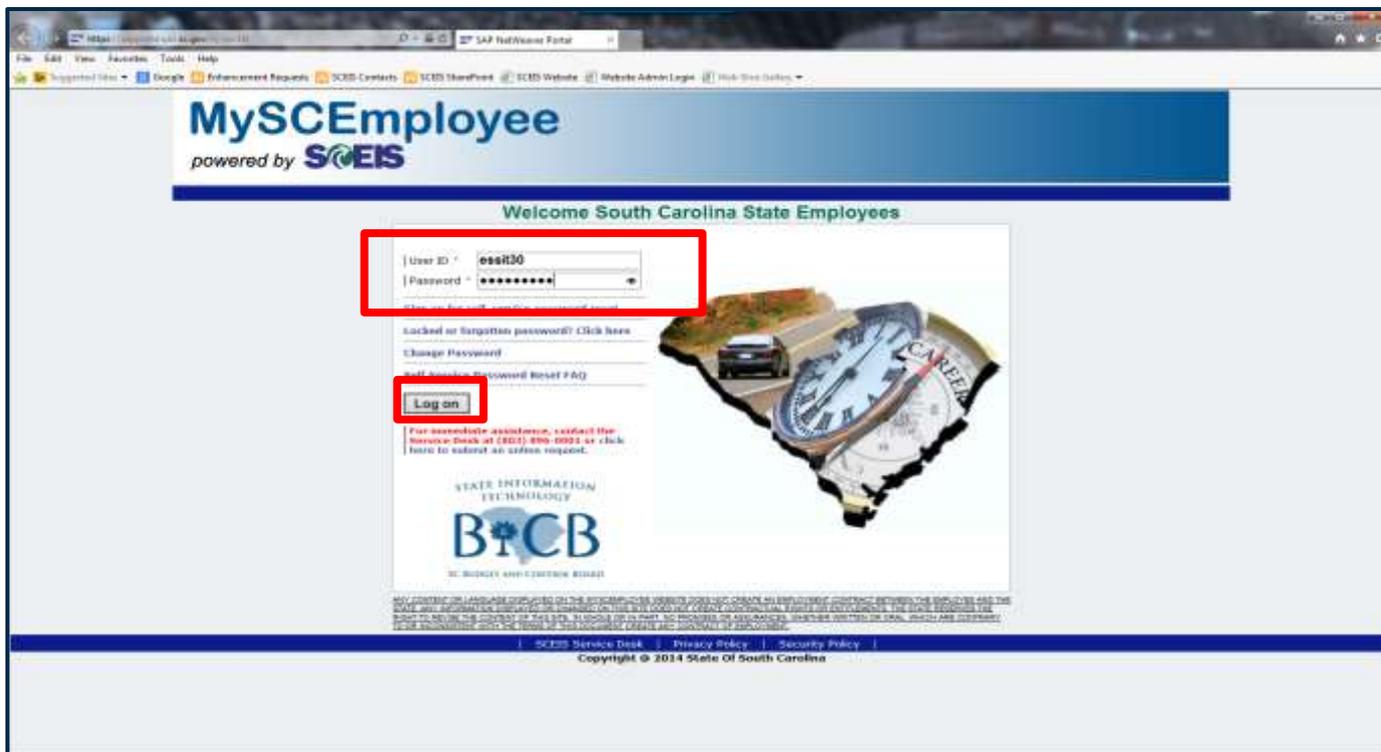
STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

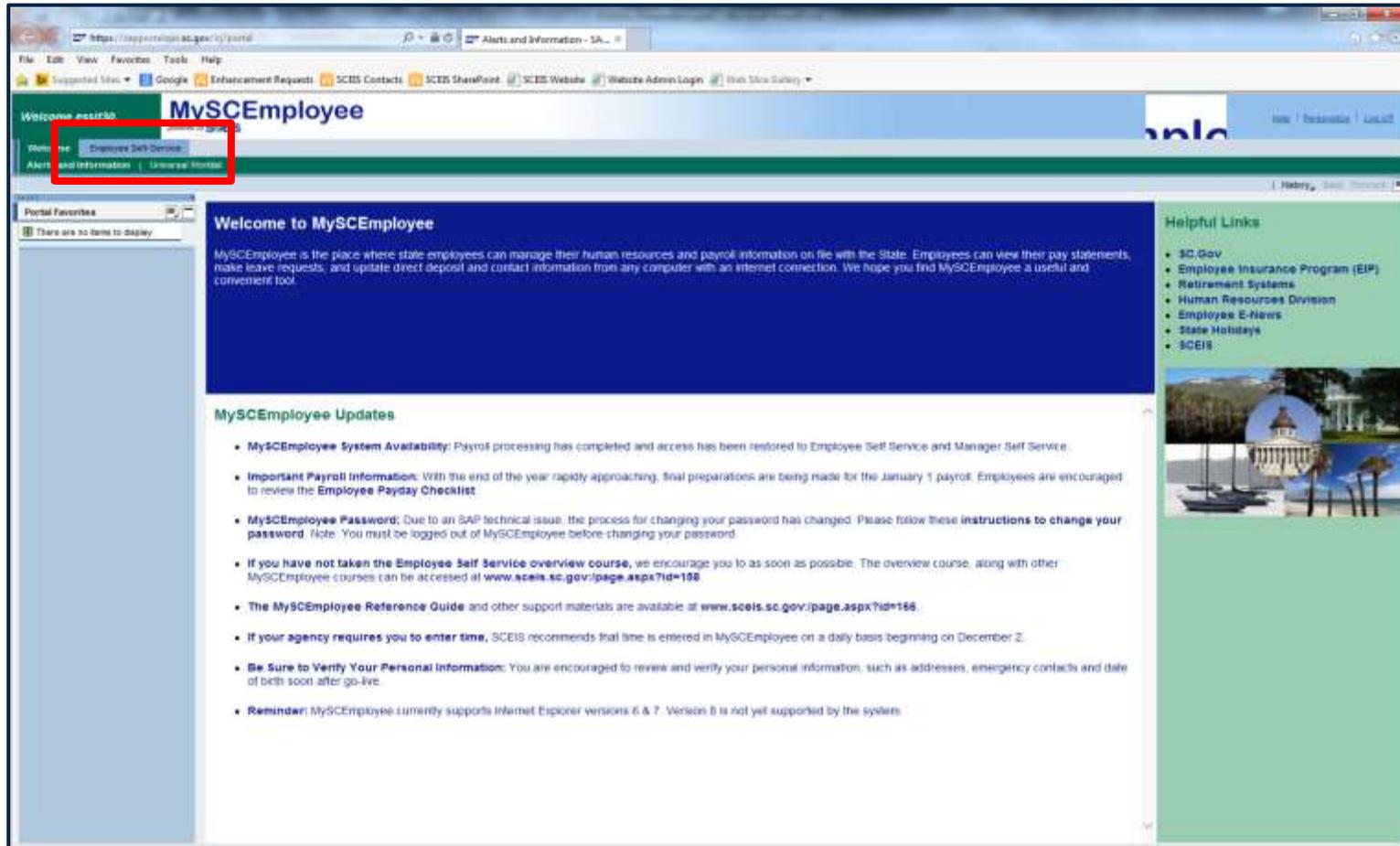
Log into the MySCEmployee Website

1. Type <https://myscemployee.sc.gov> in your web browser.
2. Enter your User ID and Password.
3. Click Log on.



Log into the MySCEmployee Website

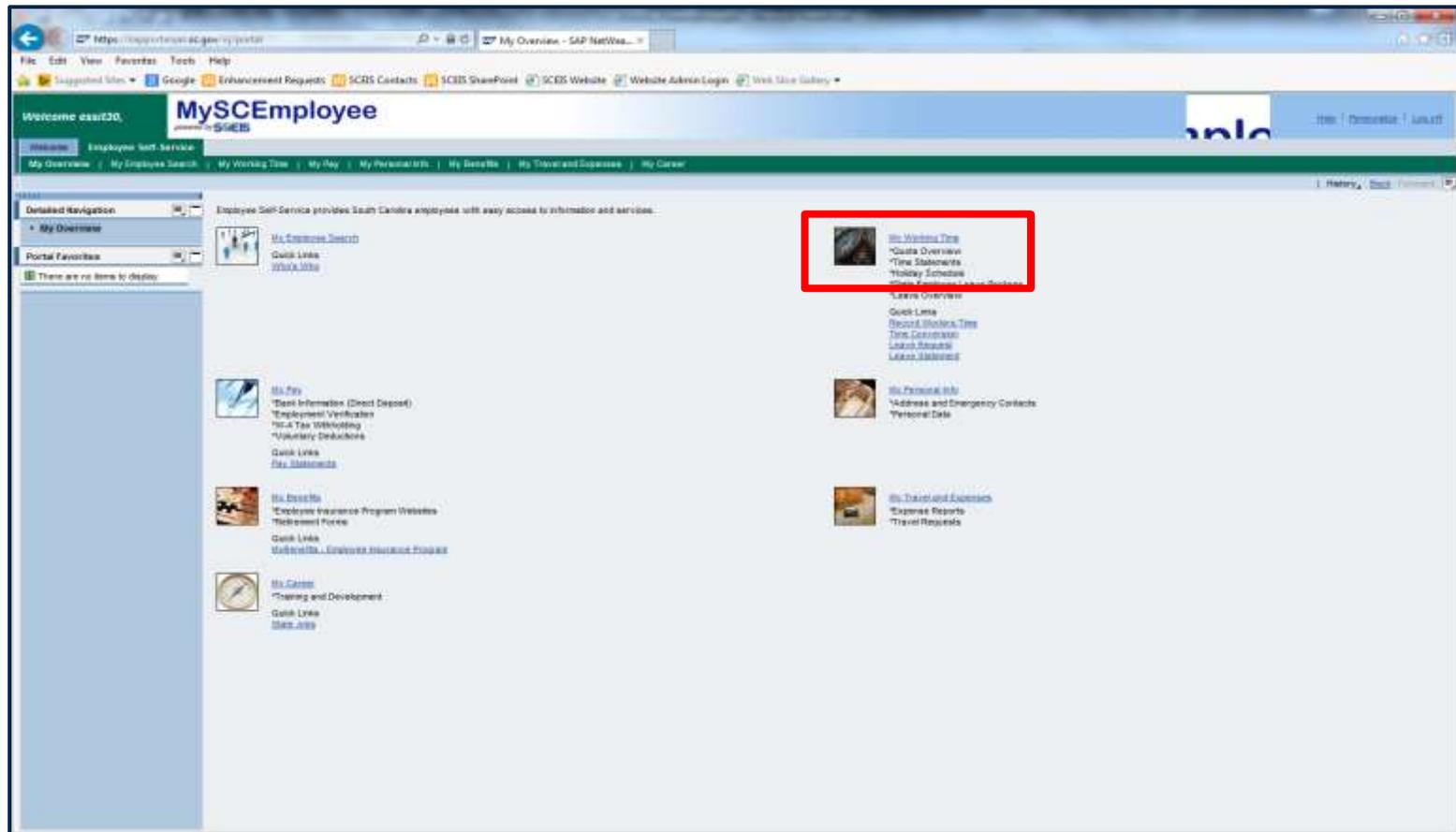
4. Click the Employee Self Service tab.



The screenshot shows the MySCEmployee website interface. The browser address bar displays <https://appstate.sc.gov/portal>. The page header includes the MySCEmployee logo and navigation links for Home, Resources, and Logout. A red box highlights the "Employee Self Service" tab in the top navigation menu. Below the header, the main content area features a "Welcome to MySCEmployee" message, a "MySCEmployee Updates" section with several bullet points, and a "Helpful Links" section on the right side. The "Helpful Links" section includes links to SC.Gov, Employee Insurance Program (EIP), Retirement Systems, Human Resources Division, Employee E-News, State Holidays, and SCEIS. The "MySCEmployee Updates" section contains information about system availability, payroll information, password changes, and other system-related notices.

Log into the MySCEmployee Website

5. Click the My Working Time link.



Log into the MySCEmployee Website

My Working Time



Working Time

[Record Working Time](#)

You can record your working time here.

You have recorded adequate working times for all workdays up to 04/25/2014.

Your recorded times have been approved up to 04/25/2014.

[Time Conversion](#)

Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

[Holiday Schedule](#)

Leave Requests

[Leave Request](#)

Request leave and other types of absences.

[Leave Overview](#)

View leave and other types of absences.

[Quota Overview](#)

Display your quota balances.

[State Employee Leave Package](#)

Leave Statements

[Leave Statement](#)

Display absence times, leave balances, and accruals.



LESSON 2: Record Working Time (without Charge Objects)

Work Schedules

- Each employee has a work schedule.
- Recorded in the back-end of the system by your Human Resources Department.
- Tells SCEIS what days and hours you are expected to work and what days and hours you are expected to be off.
- Drives when you earn leave and other benefits such as comp time.
- Work schedules are very important!

When to Record Time

- It is best to record time on a daily basis.
- Temporary employees who do not record time will not be paid.
- Not recording time can affect when you earn your leave for some full-time employees.
- Supervisors should approve time entries as soon as possible, or at least on a weekly basis.

Military/24 Hour Time

My Working Time



Working Time

[Record Working Time](#)

You can record your working time here.

You have recorded adequate working times for all workdays up to 03/17/2014.

Your recorded times have been approved up to 03/10/2014.

[Time Conversion](#)

Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

[Holiday Schedule](#)

Leave Requests

[Leave Request](#)

Request leave and other types of absences.

[Leave Overview](#)

View leave and other types of absences.

[Quota Overview](#)

Display your quota balances.

[State Employee Leave Package](#)

Leave Statements

[Leave Statement](#)

Display absence times, leave balances, and accruals.

Military/24 Hour Time

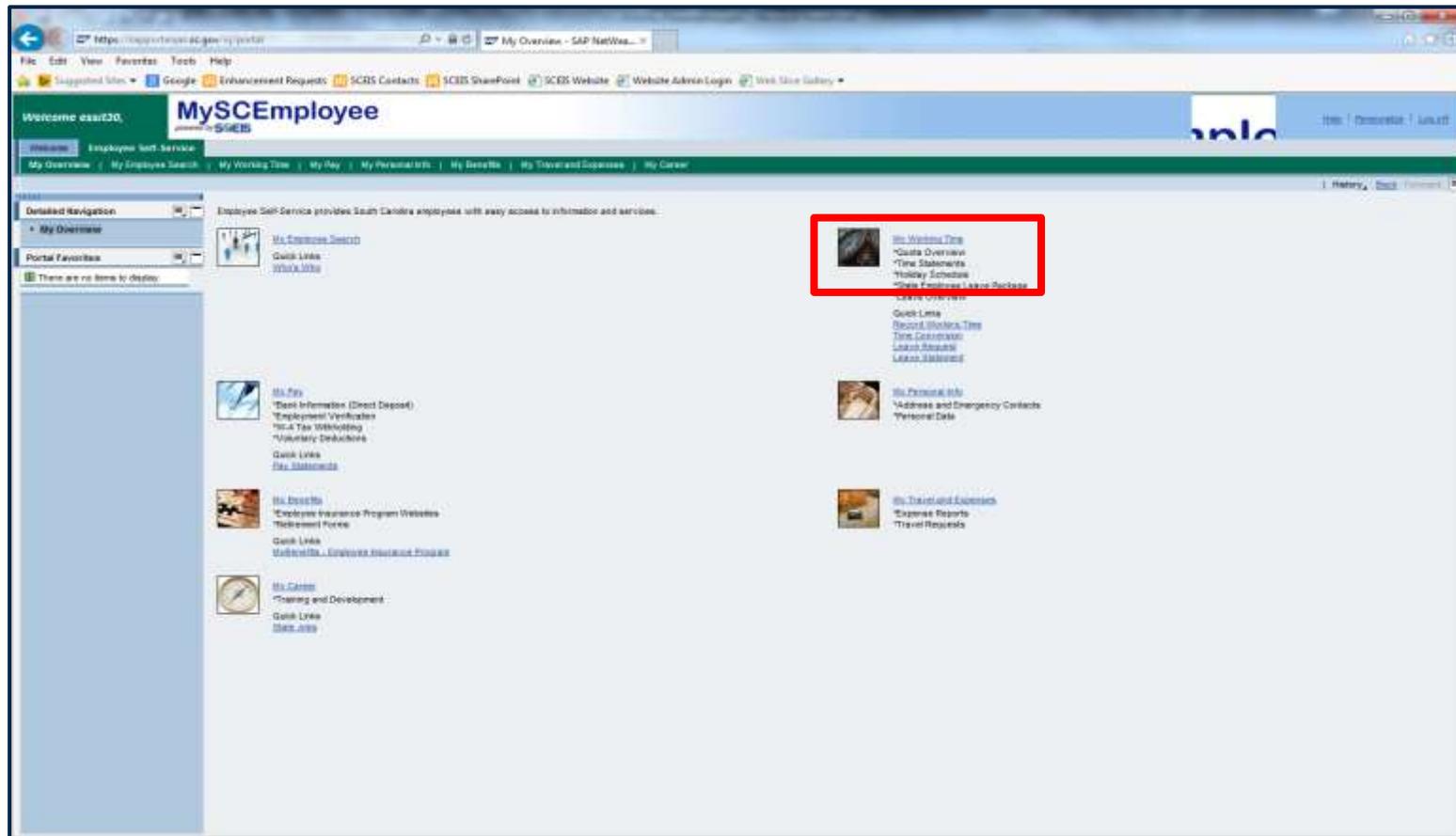
Traditional Time	24-Hour Time	Traditional Time	24-Hour Time
1:00 a.m.	01:00	1:00 p.m.	13:00
2:00 a.m.	02:00	2:00 p.m.	14:00
3:00 a.m.	03:00	3:00 p.m.	15:00
4:00 a.m.	04:00	4:00 p.m.	16:00
5:00 a.m.	05:00	5:00 p.m.	17:00
6:00 a.m.	06:00	6:00 p.m.	18:00
7:00 a.m.	07:00	7:00 p.m.	19:00
8:00 a.m.	08:00	8:00 p.m.	20:00
9:00 a.m.	09:00	9:00 p.m.	21:00
10:00 a.m.	10:00	10:00 p.m.	22:00
11:00 a.m.	11:00	11:00 p.m.	23:00
12:00 p.m.	12:00	12:00 a.m.	24:00/00:00

Example of common mistakes

- John works from 8:00 a.m. to 4:30 p.m. each day. When John records his working time he uses:
 - 08:00 to 12:00 as his working time before lunch and 13:00 to 4:30 (instead of 16:30) as his working time after lunch.
- What time does SCEIS think John left work?
 - 4:30 a.m.
- SCEIS views 4:30 as 04:30 in military time.
 - If John left at 4:30 p.m., he should record that he left at 16:30.

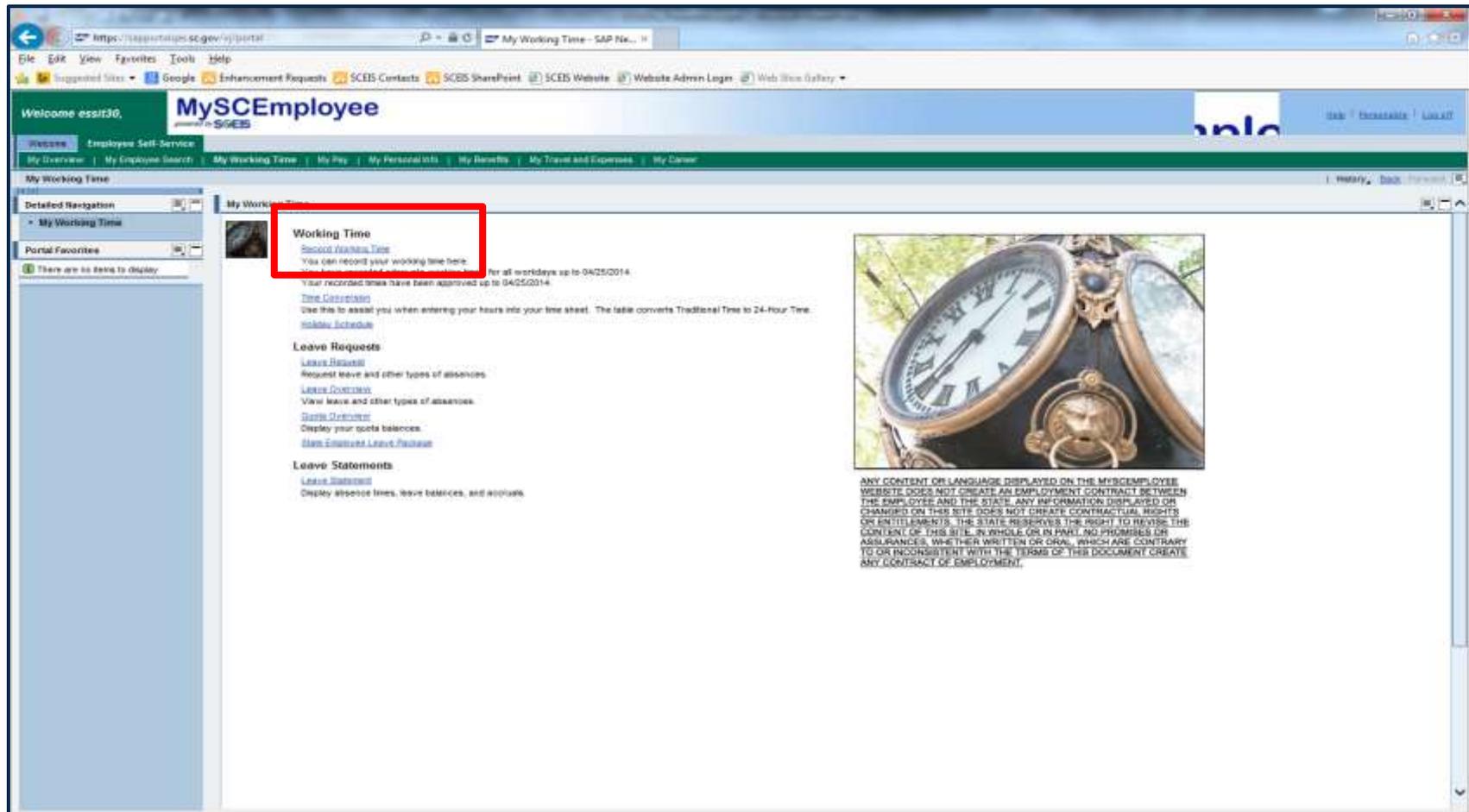
Record Working Time

1. Click the My Working Time link.



Record Working Time

2. Select the Record Working Time link.



The screenshot displays the MySCEmployee portal interface. The browser address bar shows the URL <https://scep.state.sc.gov/vjportal>. The page title is "MySCEmployee" with the SC EIS logo. The navigation menu includes "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Working Time" section is active, showing a "Working Time" link highlighted in a red box. Below this link, there is a sub-link "Record Working Time" and a description: "You can record your working time here." The page also includes sections for "Leave Requests" and "Leave Statements". A large image of a pocket watch is visible on the right side of the page, and a disclaimer is located at the bottom right.

Working Time
[Record Working Time](#)
You can record your working time here.

Your recorded times have been approved up to 04/25/2014.

[Time Conversion](#)
Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

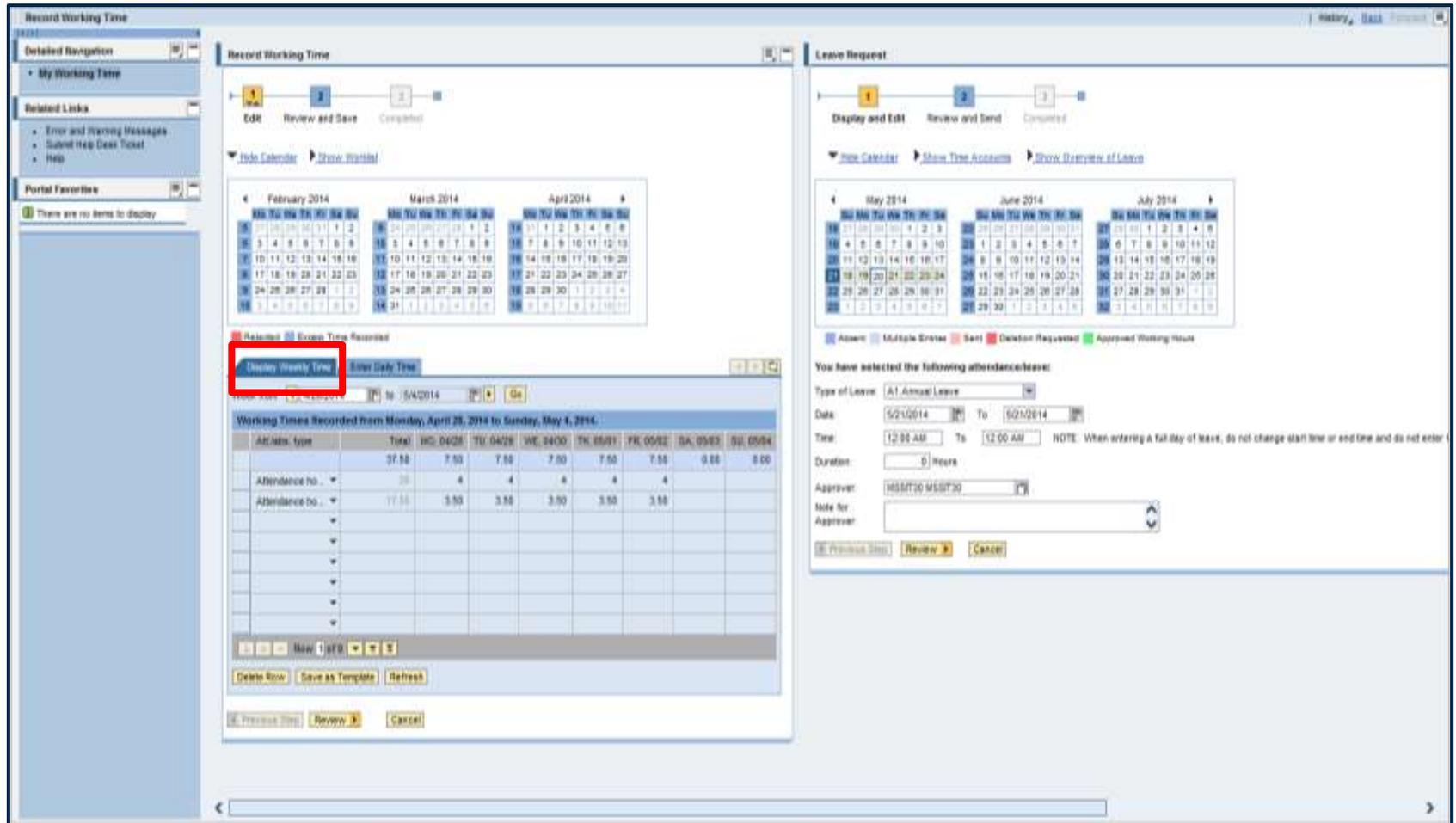
[Schedule](#)

Leave Requests
[Leave Request](#)
Request leave and other types of absences.
[Leave Overview](#)
View leave and other types of absences.
[Sick Leave](#)
Display your sick balances.
[View Employee Leave Balance](#)

Leave Statements
[Leave Statement](#)
Display absence lines, leave balances, and accruals.

ANY CONTENT OR LANGUAGE DISPLAYED ON THE MYSCEMPLOYEE WEBSITE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE STATE. ANY INFORMATION DISPLAYED OR CHANGED ON THIS SITE DOES NOT CREATE CONTRACTUAL RIGHTS OR OBLIGATIONS. THE STATE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS SITE IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS DOCUMENT CREATE ANY CONTRACT OF EMPLOYMENT.

Display Weekly Time Tab



The screenshot displays the 'Record Working Time' interface. On the left, there is a navigation pane with sections for 'Detailed Navigation', 'My Working Time', 'Related Links', and 'Portal Favorites'. The main content area is divided into two panes. The left pane, titled 'Record Working Time', shows a progress bar with steps '1. EDR', '2. Review and Save', and '3. Completed'. Below this is a calendar view for February, March, and April 2014. A red box highlights the 'Display Weekly Time' button. Below the calendar is a table titled 'Working Times Recorded from Monday, April 28, 2014 to Sunday, May 4, 2014'. The table has columns for 'Att/abs. type', 'Total', and days of the week (MO, TU, WE, TH, FR, SA, SU). The first row shows recorded times: Total: 37.50, MO: 7.50, TU: 7.50, WE: 7.50, TH: 7.50, FR: 7.50, SA: 0.00, SU: 0.00. The second row shows absence types: Attendance no.: 00, 04, 04, 04, 04, 04, 04. The third row shows another absence type: Attendance no.: 17.50, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00. The right pane, titled 'Leave Request', shows a progress bar with steps '1. Display and Edit', '2. Review and Send', and '3. Completed'. It includes a calendar for May, June, and July 2014. Below the calendar are radio buttons for 'Absent', 'Multiple Errors', 'Sick', 'Deletion Requested', and 'Approved Working Hours'. A section titled 'You have selected the following attendance/leave:' shows 'Type of Leave: AT Annual Leave', 'Date: 5/21/2014 To: 5/21/2014', 'Time: 12:00 AM To: 12:00 AM', 'Duration: 0 Hours', 'Approver: H65BT10 M55BT20', and a 'Note for Approver' field. Buttons for 'Previous Step', 'Review', and 'Cancel' are visible at the bottom of the form.

Att/abs. type	Total	MO 04/28	TU 04/29	WE 04/30	TH 05/01	FR 05/02	SA 05/03	SU 05/04
	37.50	7.50	7.50	7.50	7.50	7.50	0.00	0.00
Attendance no. ▾	00	04	04	04	04	04		
Attendance no. ▾	17.50	0.00	0.00	0.00	0.00	0.00		

Display Weekly Time Tab

Display Weekly Time Enter Daily Time

Week from to

Working Times Recorded from Monday, April 28, 2014 to Sunday, May 4, 2014.

Att./abs. type	Total	MO, 04/28	TU, 04/29	WE, 04/30	TH, 05/01	FR, 05/02	SA, 05/03	SU, 05/04
	37.50	7.50	7.50	7.50	7.50	7.50	0.00	0.00
Attendance ho... ▼	20	4	4	4	4	4		
Attendance ho... ▼	17.50	3.50	3.50	3.50	3.50	3.50		
▼								
▼								
▼								
▼								
▼								
▼								

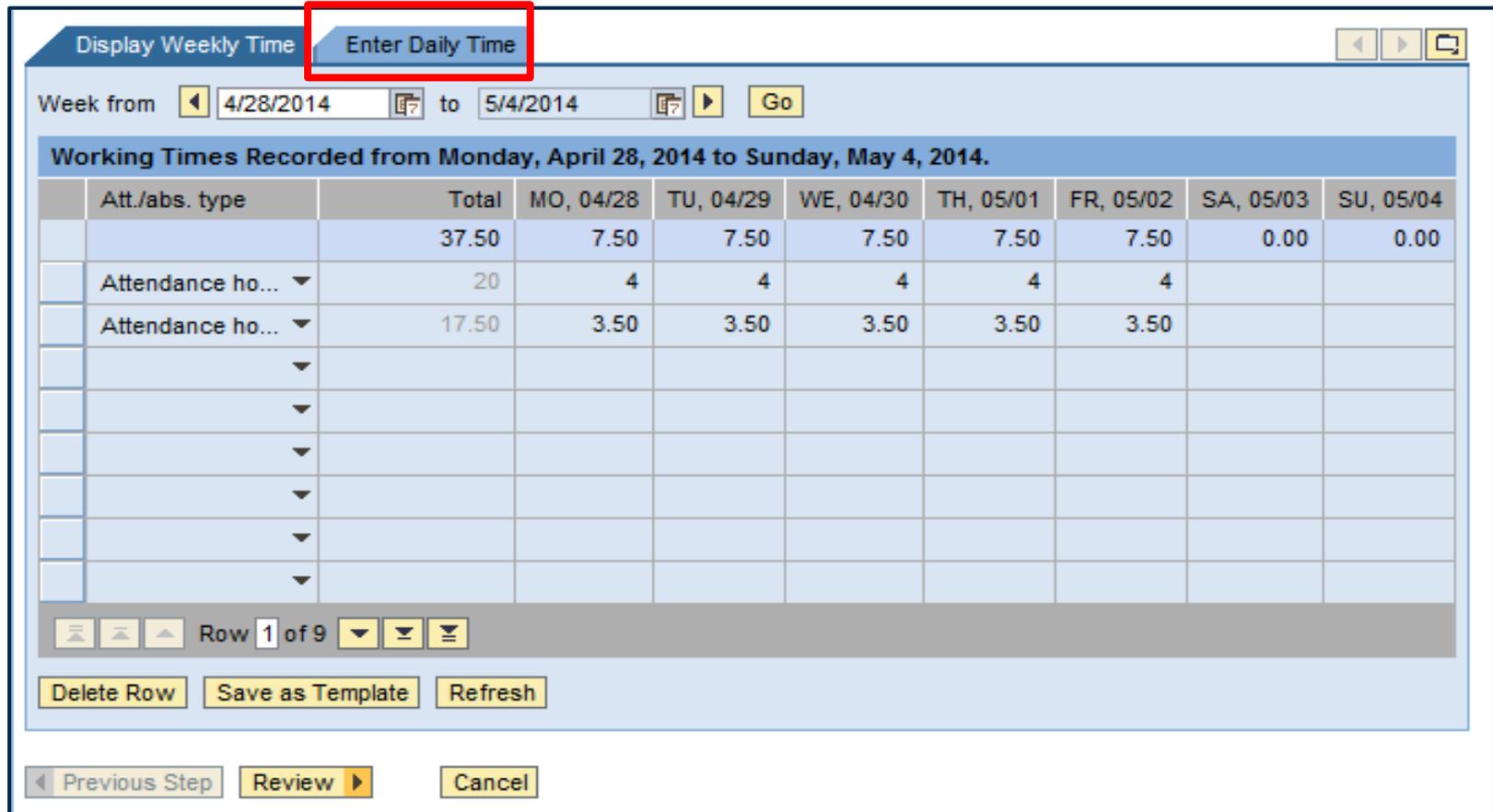
Row 1 of 9

Total Weekly Hours Submitted

Hours Submitted for a Given Day

Record Working Time

3. To record working time, click the **Enter Daily Time** tab.



Display Weekly Time **Enter Daily Time**

Week from 4/28/2014 to 5/4/2014 Go

Working Times Recorded from Monday, April 28, 2014 to Sunday, May 4, 2014.

Att./abs. type	Total	MO, 04/28	TU, 04/29	WE, 04/30	TH, 05/01	FR, 05/02	SA, 05/03	SU, 05/04
	37.50	7.50	7.50	7.50	7.50	7.50	0.00	0.00
Attendance ho...	20	4	4	4	4	4		
Attendance ho...	17.50	3.50	3.50	3.50	3.50	3.50		

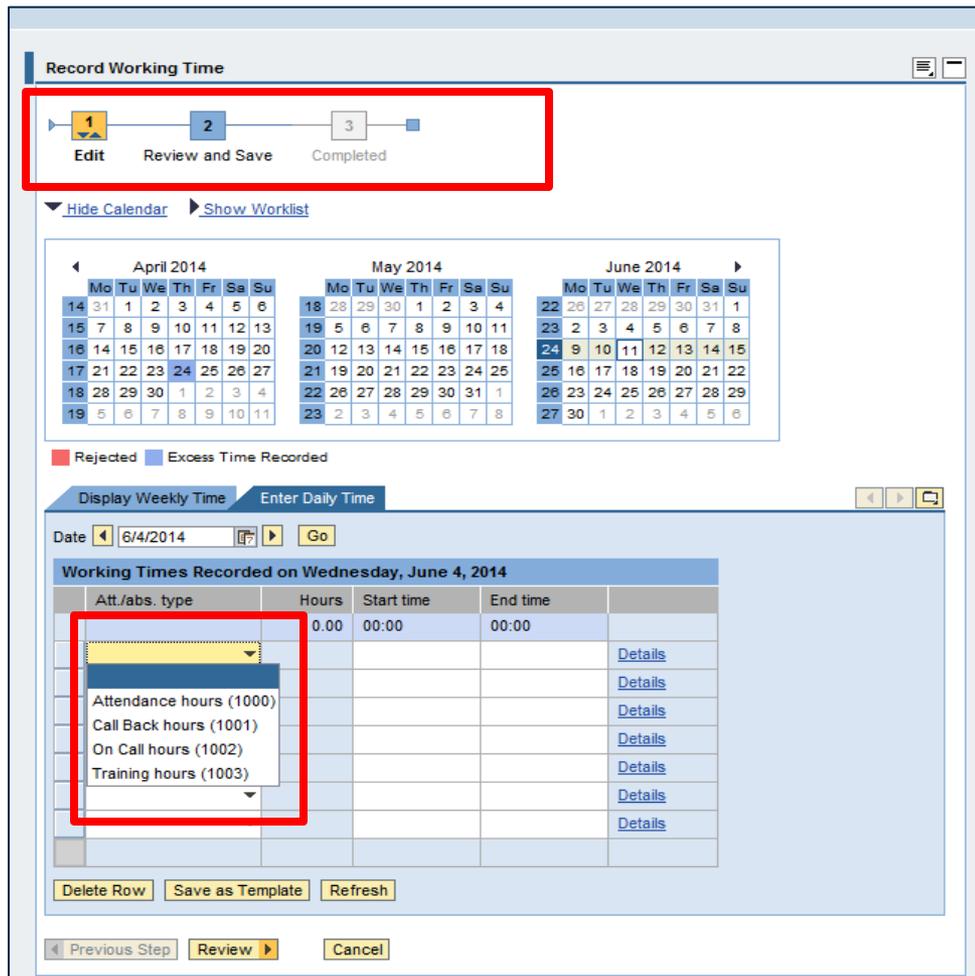
Row 1 of 9

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time

4. Select the appropriate attendance type from the drop-down menu in the first column.



Record Working Time

1 Edit 2 Review and Save 3 Completed

Hide Calendar Show Worklist

April 2014 May 2014 June 2014

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date 6/4/2014 Go

Working Times Recorded on Wednesday, June 4, 2014

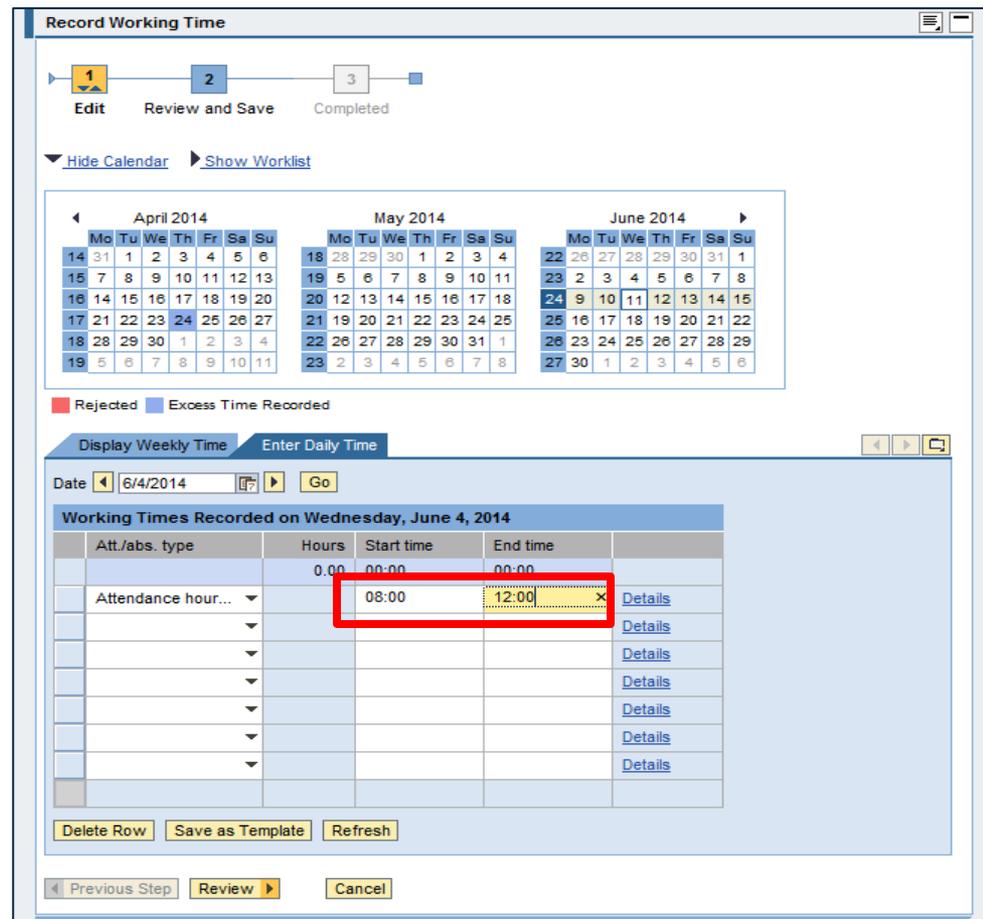
Att./abs. type	Hours	Start time	End time	
<input type="text" value="0.00"/>	0.00	00:00	00:00	
<input type="text" value="Attendance hours (1000)"/>				Details
<input type="text" value="Call Back hours (1001)"/>				Details
<input type="text" value="On Call hours (1002)"/>				Details
<input type="text" value="Training hours (1003)"/>				Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time

5. Enter the **Start time** and **End time** before lunch in military time.



Record Working Time

1 Edit 2 Review and Save 3 Completed

Hide Calendar Show Worklist

April 2014 May 2014 June 2014

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date 6/4/2014 Go

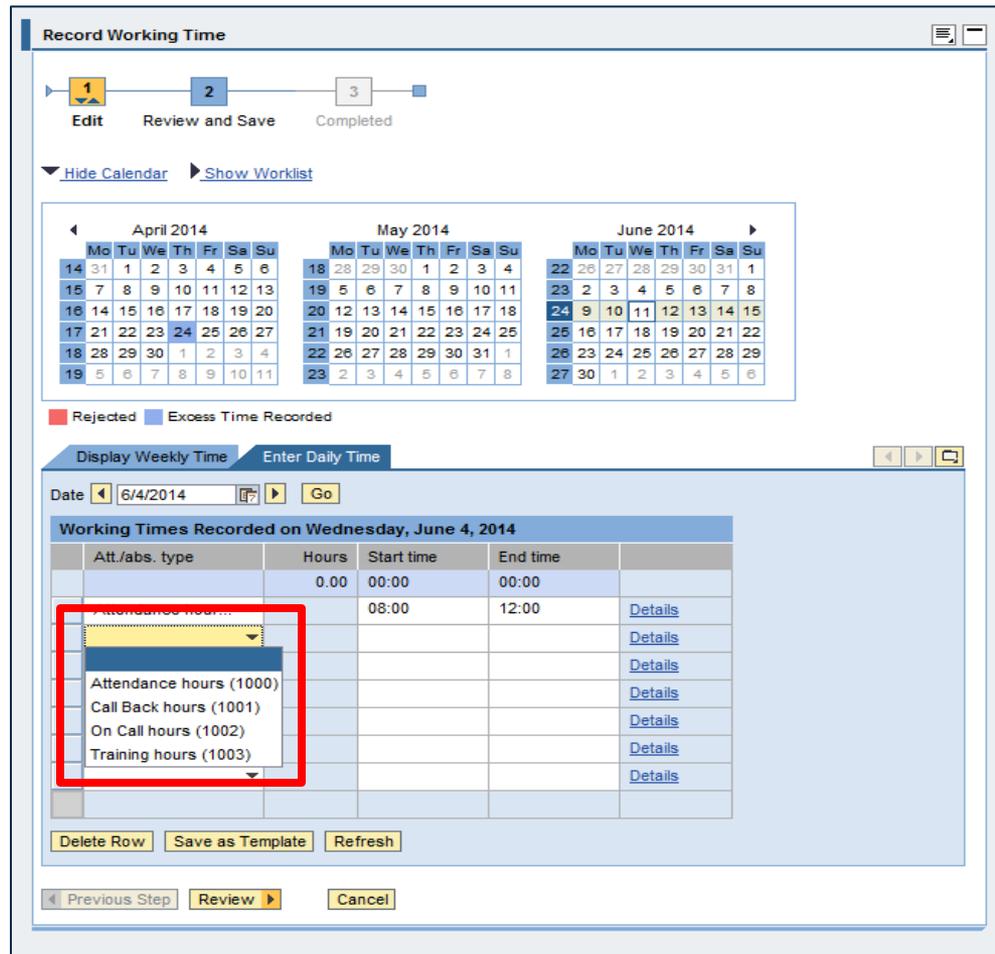
Att./abs. type	Hours	Start time	End time	
	0.00	00:00	00:00	
Attendance hour...		08:00	12:00	Details
				Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time

6. Select the appropriate attendance type from the drop-down menu in the first column.



Record Working Time

1 Edit 2 Review and Save 3 Completed

Hide Calendar Show Worklist

April 2014 May 2014 June 2014

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date: 6/4/2014 Go

Working Times Recorded on Wednesday, June 4, 2014

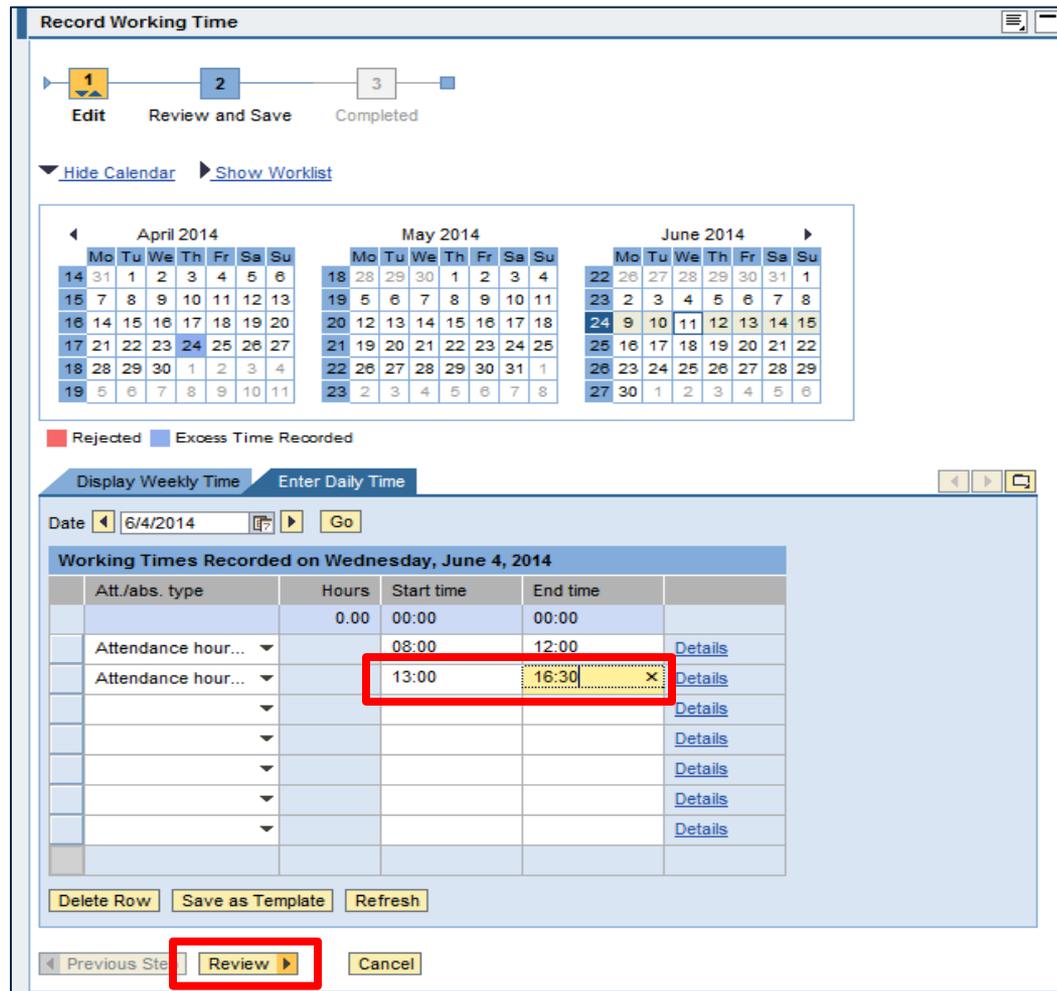
Att./abs. type	Hours	Start time	End time	
	0.00	00:00	00:00	
Attendance hours (1000)		08:00	12:00	Details
Call Back hours (1001)				Details
On Call hours (1002)				Details
Training hours (1003)				Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time

7. Enter the **Start time** and **End time** after lunch in military time.
8. Click **Review**.



Record Working Time

1 Edit 2 Review and Save 3 Completed

Hide Calendar Show Worklist

April 2014 May 2014 June 2014

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date 6/4/2014 Go

Working Times Recorded on Wednesday, June 4, 2014

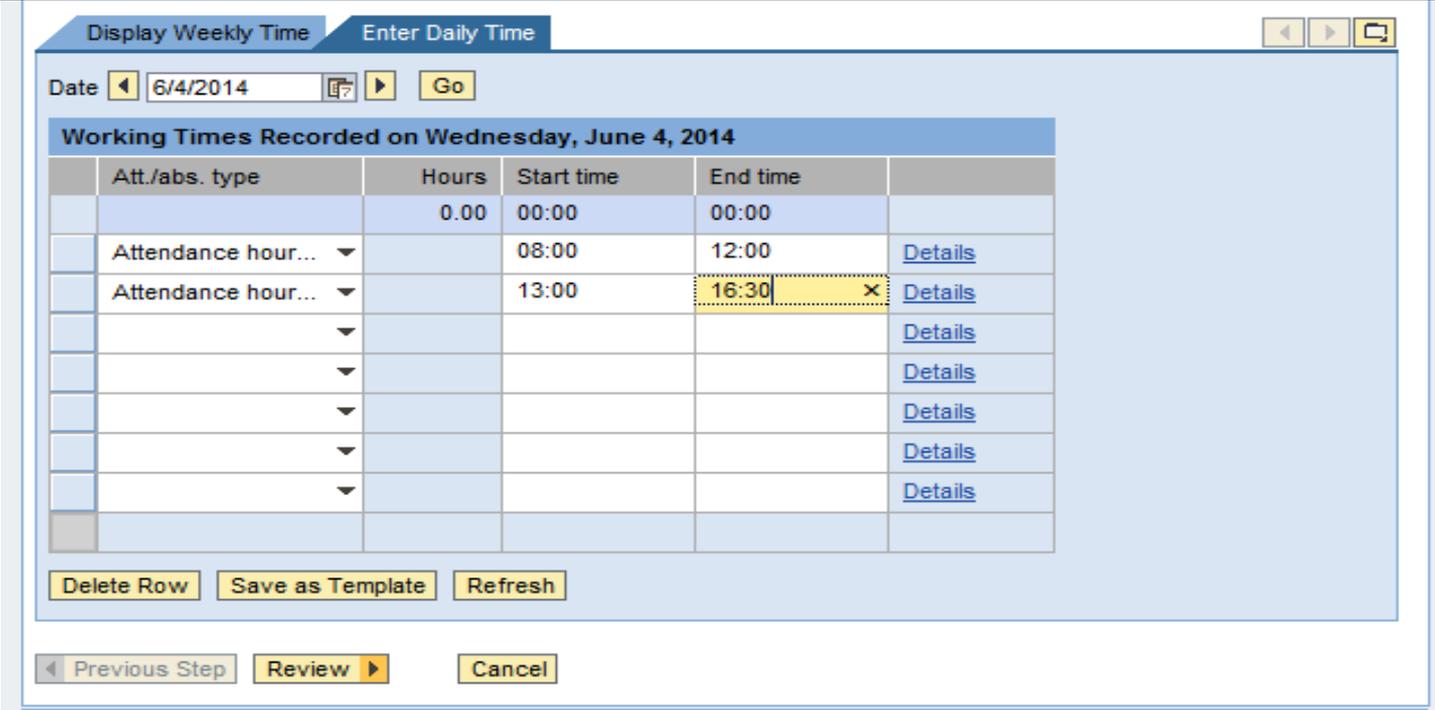
Att./abs. type	Hours	Start time	End time	
	0.00	00:00	00:00	
Attendance hour...		08:00	12:00	Details
Attendance hour...		13:00	16:30	Details
				Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time - Example

- Susie selects Attendance hours (1000) as her attendance type and records 08:00 as her Start time.
- Susie records 12:00 (12 p.m.) as her End time, and takes lunch.
- On the next line, Susie selects Attendance hours (1000) as her attendance type and records 13:00 as her Start time.
- At the end of the day, Susie records 16:30 (4:30 p.m.) as her End time.



The screenshot shows a web application interface for recording working time. At the top, there are two tabs: 'Display Weekly Time' and 'Enter Daily Time'. Below the tabs, there is a date selector set to '6/4/2014' and a 'Go' button. The main area displays a table titled 'Working Times Recorded on Wednesday, June 4, 2014'. The table has five columns: 'Att./abs. type', 'Hours', 'Start time', 'End time', and a 'Details' link. The first row shows a total of 0.00 hours. The second row shows 'Attendance hour...' with a start time of 08:00 and an end time of 12:00. The third row shows 'Attendance hour...' with a start time of 13:00 and an end time of 16:30. Below the table are buttons for 'Delete Row', 'Save as Template', and 'Refresh'. At the bottom of the interface are buttons for 'Previous Step', 'Review', and 'Cancel'.

Att./abs. type	Hours	Start time	End time	
	0.00	00:00	00:00	
Attendance hour... ▼		08:00	12:00	Details
Attendance hour... ▼		13:00	16:30	Details
▼				Details
▼				Details
▼				Details
▼				Details
▼				Details

Record Working Time

- Review your time for accuracy. If you need to make changes, click **Previous Step**.
- Click **Save** to submit your time for approval.

Record Working Time

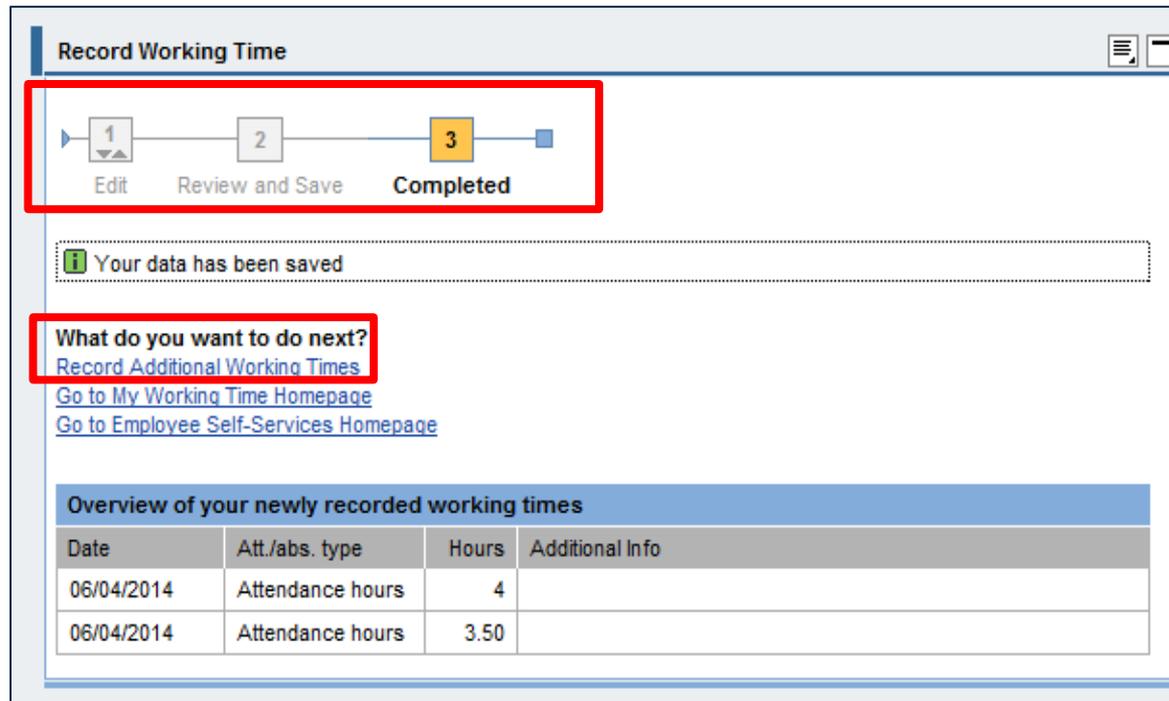
1 2 3
Edit Review and Save Completed

Check your entries before saving.

Recorded Working Times			
Date	Att./abs. type	Hours	Additional Info
06/04/2014	Attendance hours	4	
06/04/2014	Attendance hours	3.50	

Previous Step Save Exit

Record Working Time



The screenshot shows a web application window titled "Record Working Time". At the top, a progress bar is highlighted with a red box, showing three steps: "1 Edit", "2 Review and Save", and "3 Completed". Below the progress bar, a message box states "Your data has been saved". A section titled "What do you want to do next?" is also highlighted with a red box, containing three links: "Record Additional Working Times", "Go to My Working Time Homepage", and "Go to Employee Self-Services Homepage". At the bottom, a table titled "Overview of your newly recorded working times" displays two rows of data.

Date	Att./abs. type	Hours	Additional Info
06/04/2014	Attendance hours	4	
06/04/2014	Attendance hours	3.50	

Note: You can enter time retroactively up to 30 days. However, no future time can be entered into the system.

Record Working Time With Wage Type

Record Working Time

1 **Edit** | 2 **Review and Save** | 3 **Completed**

Hide Calendar | Show Worklist

April 2014

Mo	Tu	We	Th	Fr	Sa	Su
14	31	1	2	3	4	5
15	7	8	9	10	11	12
16	14	15	16	17	18	19
17	21	22	23	24	25	26
18	28	29	30	1	2	3
19	5	6	7	8	9	10

May 2014

Mo	Tu	We	Th	Fr	Sa	Su
18	28	29	30	1	2	3
19	5	6	7	8	9	10
20	12	13	14	15	16	17
21	19	20	21	22	23	24
22	26	27	28	29	30	31
23	2	3	4	5	6	7

June 2014

Mo	Tu	We	Th	Fr	Sa	Su
22	26	27	28	29	30	1
23	2	3	4	5	6	7
24	9	10	11	12	13	14
25	16	17	18	19	20	21
26	23	24	25	26	27	28
27	30	1	2	3	4	5

Rejected (Red) | Excess Time Recorded (Blue)

Display Weekly Time | **Enter Daily Time**

Date: 6/9/2014

Working Times Recorded on Monday, June 9, 2014

Att./abs. type	Wage Type	Hours or Home Visits	Start time	End time	
	Act	0.00	00:00	00:00	
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details

Record Working Time for Multiple Days

1. After time is entered for one day, instead of clicking Review, click the **yellow next arrow**, or select a date from the **calendar icon**, then click **Go**.
2. Enter time for the second date. Repeat steps one and two until all dates are entered.

Display Weekly Time | Enter Daily Time

Date: 5/6/2014

Working Times Recorded on Tuesday, May 6, 2014

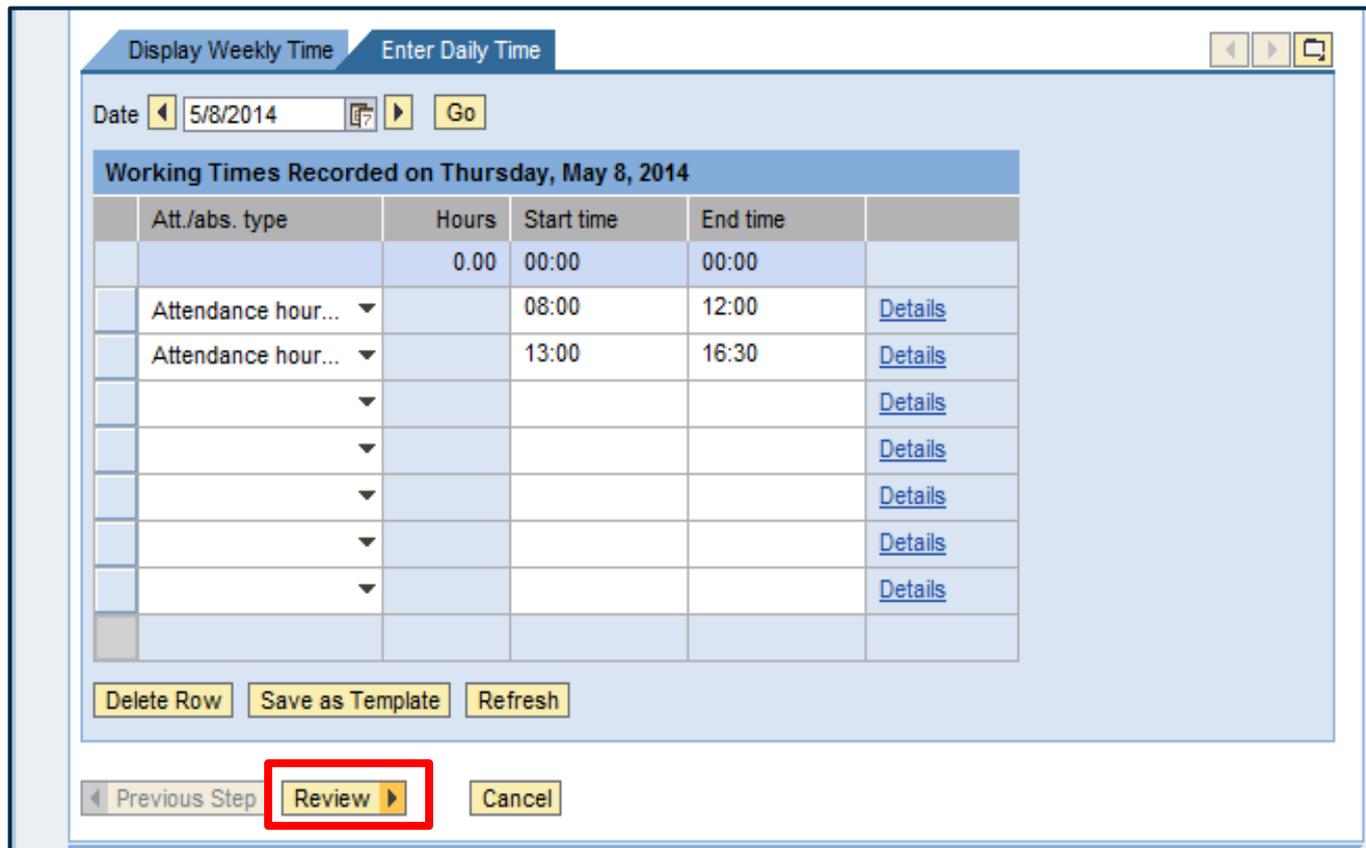
Att./abs. type	Hours	Start time	End time	
	0.00	00:00	00:00	
Attendance hour...		08:00	12:00	Details
Attendance hour...		13:00	16:30	Details
				Details

Delete Row | Save as Template | Refresh

Previous Step | Review | Cancel

Record Working Time for Multiple Days

3. Once time is entered for all days, click **Review**.



Display Weekly Time | Enter Daily Time

Date: 5/8/2014 Go

Working Times Recorded on Thursday, May 8, 2014

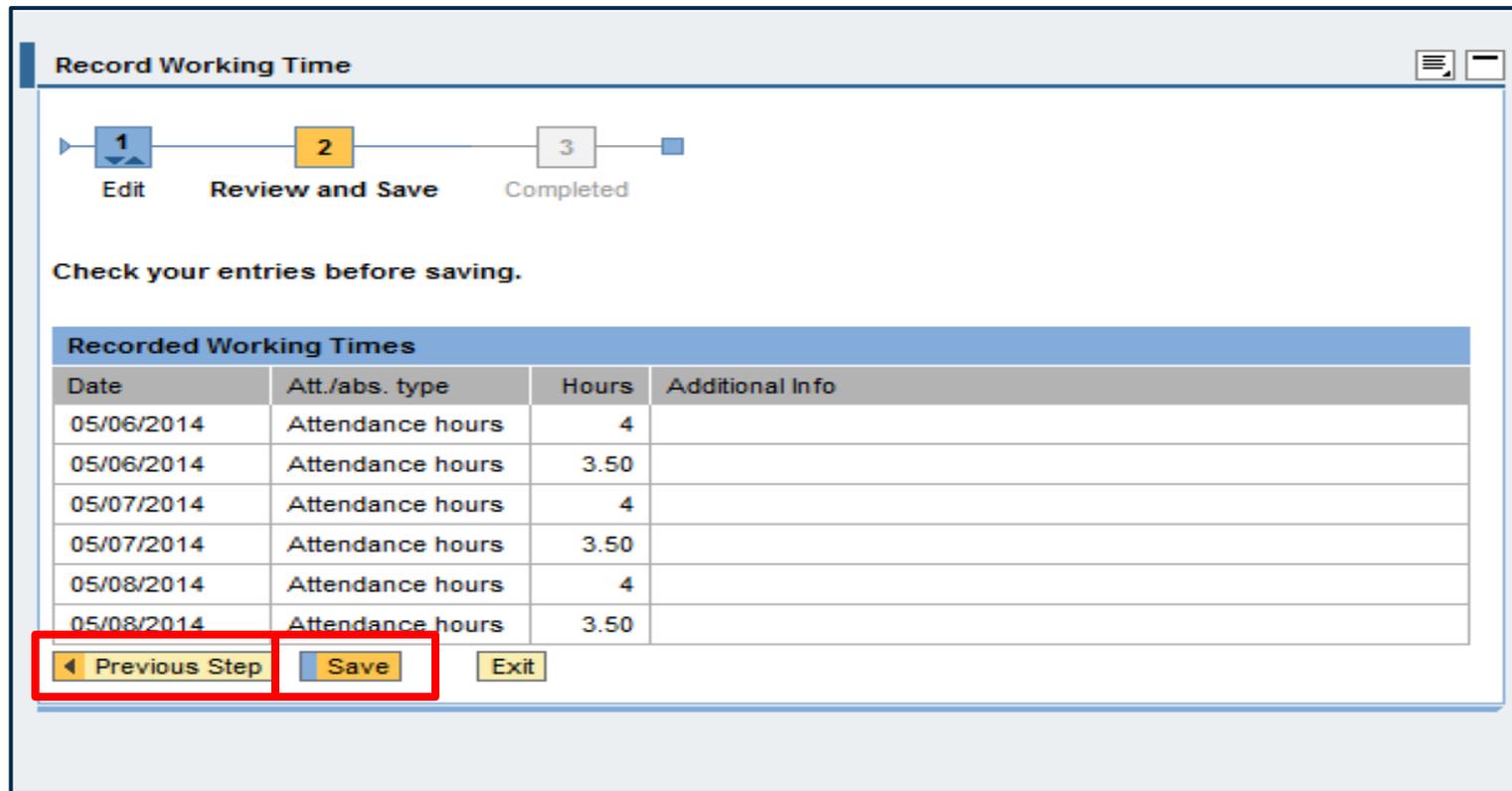
Att./abs. type	Hours	Start time	End time	
	0.00	00:00	00:00	
Attendance hour... ▼		08:00	12:00	Details
Attendance hour... ▼		13:00	16:30	Details
▼				Details
▼				Details
▼				Details
▼				Details
▼				Details

Delete Row | Save as Template | Refresh

Previous Step | **Review** | Cancel

Record Working Time for Multiple Days

4. Review the hours for accuracy. If you need to make changes, click **Previous Step**.
5. Click **Save** to submit the time for approval.



Recorded Working Times

Date	Att./abs. type	Hours	Additional Info
05/06/2014	Attendance hours	4	
05/06/2014	Attendance hours	3.50	
05/07/2014	Attendance hours	4	
05/07/2014	Attendance hours	3.50	
05/08/2014	Attendance hours	4	
05/08/2014	Attendance hours	3.50	

◀ Previous Step Save Exit

Record Working Time for Multiple Days

Record Working Time



1 Edit **2** Review and Save **3** Completed

i Your data has been saved

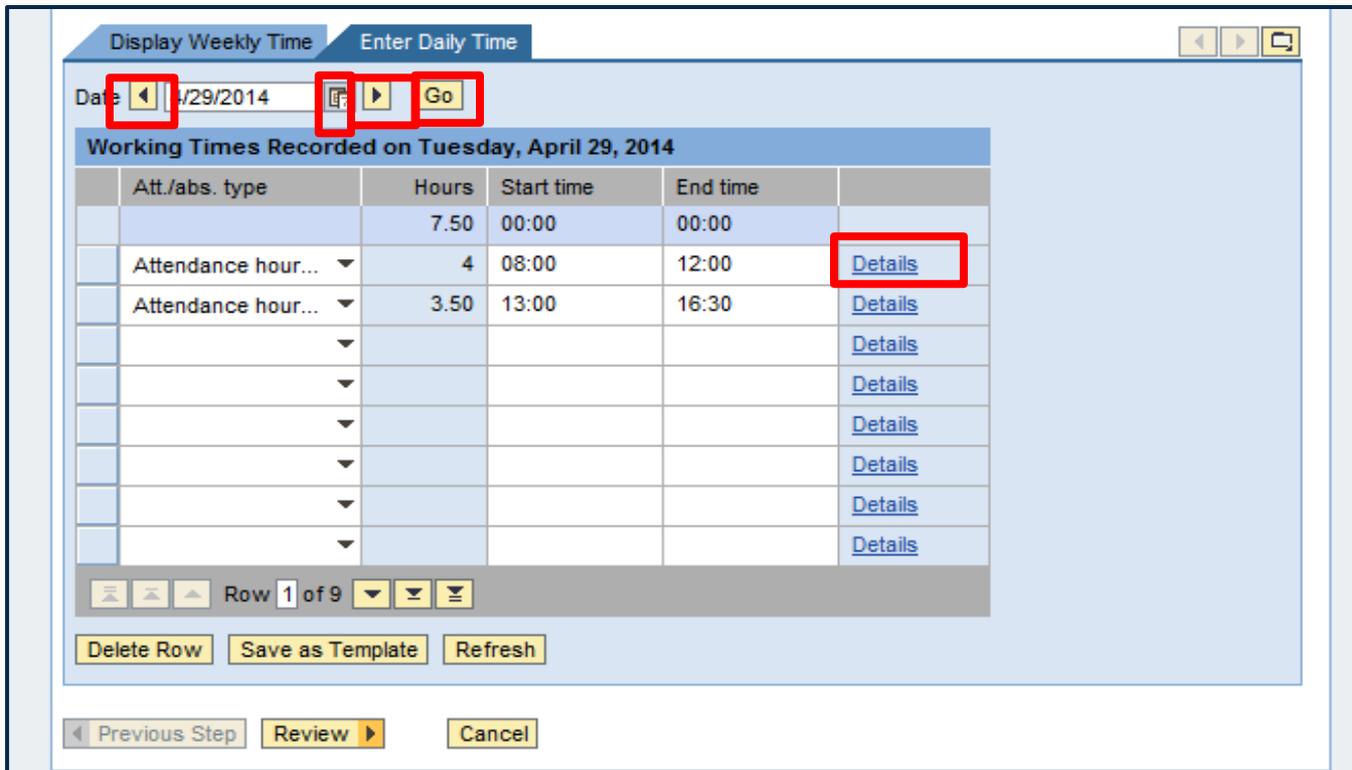
What do you want to do next?
[Record Additional Working Times](#)
[Go to My Working Time Homepage](#)
[Go to Employee Self-Services Homepage](#)

Overview of your newly recorded working times

Date	Att./abs. type	Hours	Additional Info
05/06/2014	Attendance hours	4	
05/06/2014	Attendance hours	3.50	
05/07/2014	Attendance hours	4	
05/07/2014	Attendance hours	3.50	
05/08/2014	Attendance hours	4	
05/08/2014	Attendance hours	3.50	

View Time Approval Status

1. Use the **yellow arrows** or select a date from the **calendar icon** to find the time entry you wish to check.
2. Click **Go**.
3. Click the **Details** hyperlink.



The screenshot displays the SOEIS interface for viewing time approval status. At the top, there are two tabs: "Display Weekly Time" and "Enter Daily Time". Below the tabs, a date selector shows "Date" with a calendar icon and the date "4/29/2014". To the right of the date is a "Go" button. Below the date selector, the title "Working Times Recorded on Tuesday, April 29, 2014" is displayed. The main area contains a table with the following columns: "Att./abs. type", "Hours", "Start time", and "End time". The table has 9 rows. The first row shows "Attendance hour..." with 7.50 hours, starting at 00:00 and ending at 00:00. The second row shows "Attendance hour..." with 4 hours, starting at 08:00 and ending at 12:00. The third row shows "Attendance hour..." with 3.50 hours, starting at 13:00 and ending at 16:30. The remaining rows are empty. A "Details" hyperlink is visible in the fifth column of the second row. Below the table, there are navigation buttons: "Delete Row", "Save as Template", and "Refresh". At the bottom, there are buttons for "Previous Step", "Review", and "Cancel".

Att./abs. type	Hours	Start time	End time	
	7.50	00:00	00:00	
Attendance hour...	4	08:00	12:00	Details
Attendance hour...	3.50	13:00	16:30	Details
				Details

View Time Approval Status

Record Working Time

1 Edit a **Details** 1 Edit 2 Review and Save 3 Completed

Recorded Data

Att./abs. type: Attendance hours

Recorded Time

Date: 

Start time:

End time:

Hours:

Further Details

Rejection reason:

Process status:

Document Number:

Additional Information

View Time Approval Status

Record Working Time

1 Edit a **Details** 1 Edit 2 Review and Save 3 Completed

Recorded Data

Att./abs. type: Attendance hours

Recorded Time

Date: 

Start time:

End time:

Hours:

Further Details

Rejection reason:

Process status:

Document Number:

Additional Information

View Time Approval Status

Record Working Time

1 Edit **a** Details 1 Edit 2 Review and Save 3 Completed

Recorded Data

Att./abs. type: 1000 Attendance hours

Recorded Time

Date: 4/29/2014
Start time: 08:00
End time: 12:00
Hours: 4

Further Details

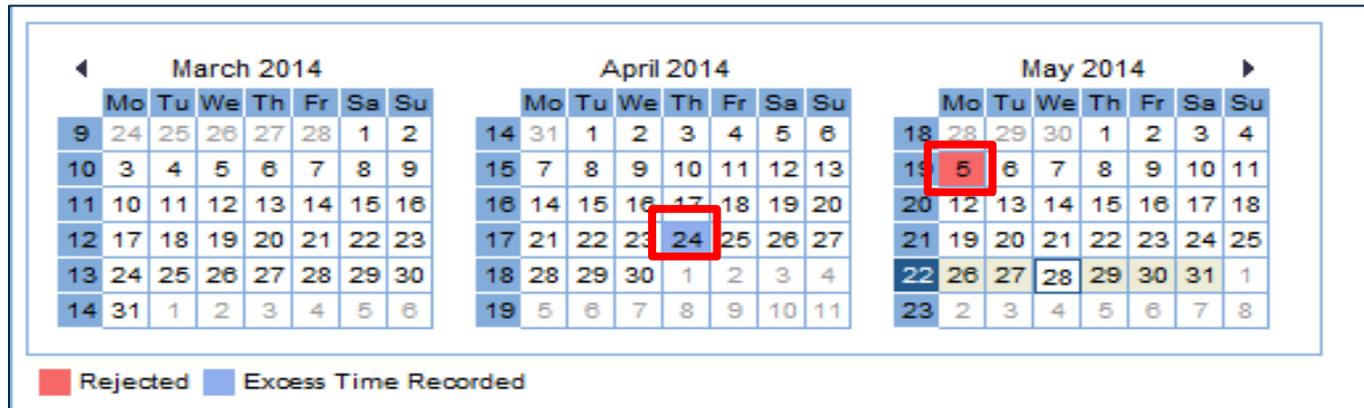
Rejection reas:

Process status: Approval rejected

Document Number:

Additional Information

My Working Time Calendar Display



Rejected - The person who approves your time reviewed it and decided not to approve it. You should follow up with your manager for clarification.

Excess Time Recorded - You recorded time that was more than the amount you are normally scheduled to work. This warning will not prevent time from being processed in the system.

Edit/Delete Working Time



Note: You cannot delete or edit time that has been approved by your supervisor.

If time that has already been approved needs to be deleted, contact your agency's Time Administrator.

Edit/Delete Working Time

1. To find the time entry you would like to edit or delete, on the **Enter Daily Time** tab, click the **yellow arrows** on either side of the calendar date, or select a date from the Calendar icon.
2. Then click **Go**.

Display Weekly Time | Enter Daily Time

Date: 4/29/2014 Go

Working Times Recorded on Tuesday, April 29, 2014

Att./abs. type	Hours	Start time	End time	
	7.50	00:00	00:00	
Attendance hour...	4	08:00	12:00	Details
Attendance hour...	3.50	13:00	16:30	Details
				Details

Row 1 of 9

Delete Row Save as Template Refresh

Previous Step Review Cancel

Delete Working Time

1. Find the time entry you wish to delete.
2. Click the **blue box** beside the row you wish to delete.

The screenshot shows the 'Enter Daily Time' interface for Tuesday, April 29, 2014. The table displays working times with columns for Att./abs. type, Hours, Start time, and End time. A red box highlights the blue selection box in the first column of the second row.

	Att./abs. type	Hours	Start time	End time	
		7.50	00:00	00:00	
<input type="checkbox"/>	Attendance hour...	4	08:00	12:00	Details
<input type="checkbox"/>	Attendance hour...	3.50	13:00	16:30	Details
<input type="checkbox"/>					Details
<input type="checkbox"/>					Details
<input type="checkbox"/>					Details
<input type="checkbox"/>					Details
<input type="checkbox"/>					Details
<input type="checkbox"/>					Details

Row 1 of 9

Delete Row Save as Template Refresh

Previous Step Review Cancel

Delete Working Time

3. Click **Delete Row**.

The screenshot shows the 'Enter Daily Time' interface in the SOEIS system. At the top, there are two tabs: 'Display Weekly Time' and 'Enter Daily Time'. Below the tabs, there is a date field set to '4/29/2014' and a 'Go' button. The main area displays a table titled 'Working Times Recorded on Tuesday, April 29, 2014'. The table has five columns: 'Att./abs. type', 'Hours', 'Start time', 'End time', and a 'Details' link. The first row is highlighted in orange and contains the following data: 'Attendance hour...', '4', '08:00', '12:00', and a 'Details' link. Below the table, there is a row indicator showing 'Row 1 of 9'. At the bottom of the interface, there are three buttons: 'Delete Row', 'Save as Template', and 'Refresh'. The 'Delete Row' button is highlighted with a red box. At the very bottom, there are three more buttons: 'Previous Step', 'Review', and 'Cancel'.

Att./abs. type	Hours	Start time	End time	
	7.50	00:00	00:00	
Attendance hour...	4	08:00	12:00	Details
Attendance hour...	3.50	13:00	16:30	Details
				Details

Delete Working Time

4. Click **Review**.

Display Weekly Time | Enter Daily Time

Date: 4/29/2014 Go

Working Times Recorded on Tuesday, April 29, 2014

Att./abs. type	Hours	Start time	End time	
	7.50	00:00	00:00	
Attendance hour... ▼	3.50	13:00	16:30	Details
▼				Details
▼				Details
▼				Details
▼				Details
▼				Details
▼				Details
▼				Details

Delete Row | Save as Template | Refresh

Previous Step | **Review** | Cancel

Delete Working Time

5. Review the entry you are deleting.
6. Click **Save**.

Record Working Time

1 Edit 2 Review and Save 3 Completed

i Working time has been deleted

Check your entries before saving.

Recorded Working Times			
Date	Att./abs. type	Hours	Additional Info
04/29/2014	Attendance hours		Working time has been deleted

◀ Previous Step **Save** Exit

Delete Working Time

Record Working Time



1 Edit 2 Review and Save 3 Completed

i Your data has been saved

What do you want to do next?
[Record Additional Working Times](#)
[Go to My Working Time Homepage](#)
[Go to Employee Self-Services Homepage](#)

Overview of your newly recorded working times

Date	Att./abs. type	Hours	Additional Info
04/29/2014	Attendance hours		Working time has been deleted

Edit Working Time

1. Find the time entry you wish to edit by selecting the date from the calendar or using the yellow arrows to change days.
2. Edit the time entry.
3. Click **Review**.

Display Weekly Time | Enter Daily Time

Date: 5/5/2014 Go

Working Times Recorded on Monday, May 5, 2014

Att./abs. type	Hours	Start time	End time	
	7.50	00:00	00:00	
Attendance hour...	4	08:00	12:00	Details
Attendance hour...	3.50	13:00	16:00	Details
				Details

Row 1 of 9

Delete Row Save as Template Refresh

Previous Step **Review** Cancel

Edit Working Time

4. Review the entry you are editing. Click **Previous Step** if you need to make changes.
5. Click **Save**.

Record Working Time

1 Edit 2 Review and Save 3 Completed

Check your entries before saving.

Recorded Working Times			
Date	Att./abs. type	Hours	Additional Info
05/05/2014	Attendance hours	3	

◀ Previous Step Save Exit

Edit Working Time

Record Working Time



1 Edit 2 Review and Save 3 Completed

! Your data has been saved

What do you want to do next?
[Record Additional Working Times](#)
[Go to My Working Time Homepage](#)
[Go to Employee Self-Services Homepage](#)

Overview of your newly recorded working times

Date	Att./abs. type	Hours	Additional Info
05/05/2014	Attendance hours	3	

Missing Time Reminders



- If you are missing time and have an accurate email address in the system, you will receive an email notifying you of the missing time.
- If you do not have an accurate email address in the system, the missing time email will be sent to your direct supervisor.
- If neither you nor your supervisor has an accurate email address in the system, no email is sent.



LESSON 3: Record Working Time (with Charge Objects)

Charge Objects

Note: Other than the requirement to record additional fields, the process to record working time with charge objects is the same as recording working time without charge objects.

Please complete Lesson 2 of this course before proceeding with this lesson.

Charge Objects

Charge Objects

- Set of data that identifies the account used to fund a specific agency project
- When entered with working time, allows agency to track how much time and money is spent on a project

Charge Objects

Display Weekly Time Enter Daily Time

Date: 5/26/2014 Go

Working Times Recorded on Monday, May 26, 2014

Rec. Cctr	VBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att./abs. type	Hours	Start time	End time	
							0.00	00:00	00:00	
										Details
										Details
										Details
										Details
										Details
										Details
										Details
										Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

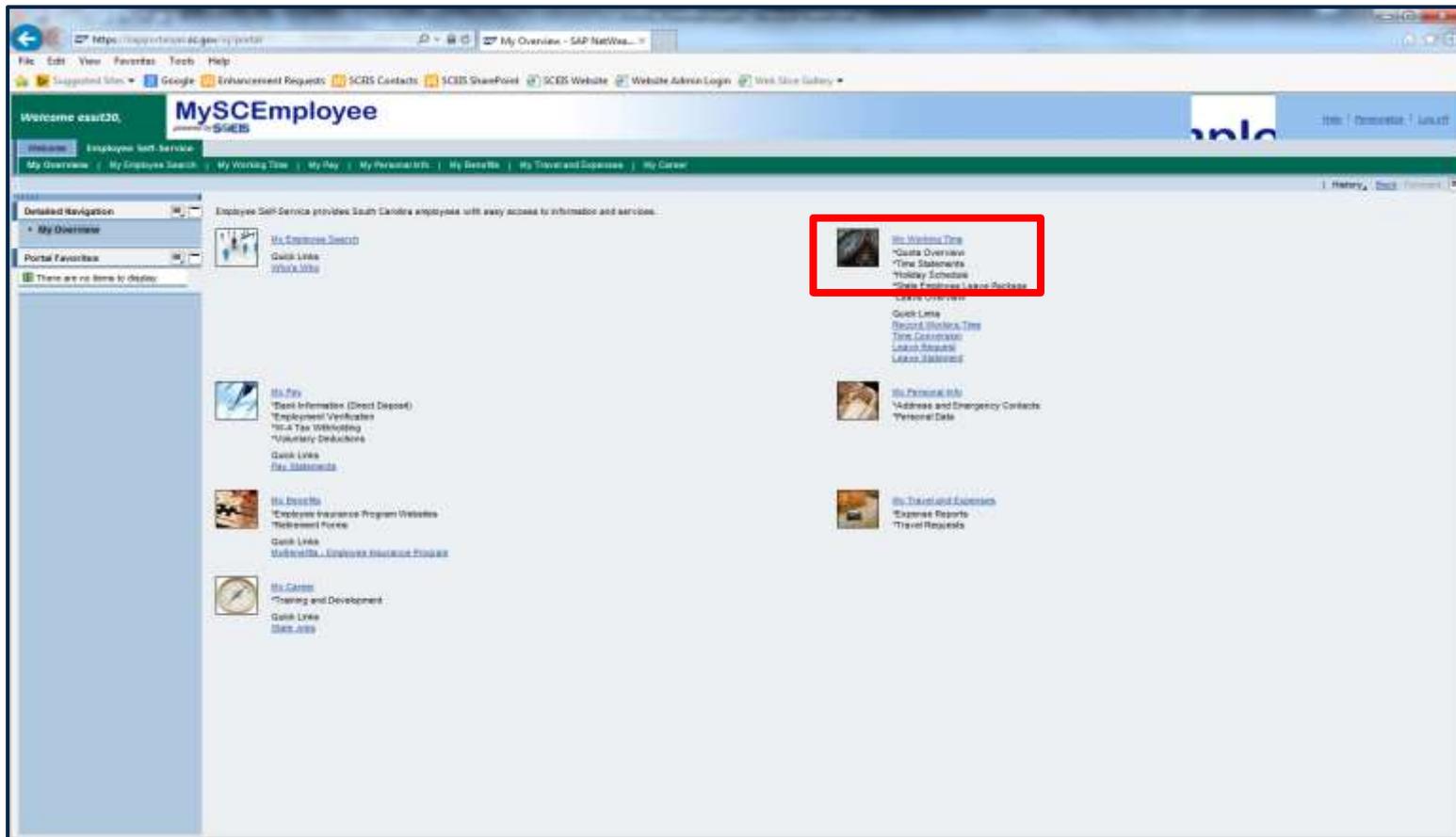
Charge Objects



- You and your supervisor need to ensure the correct charge objects are being used when recording time.
- Using incorrect charge objects will create posting issues between payroll and finance.

Record Working Time with Charge Objects

1. Click the My Working Time link.



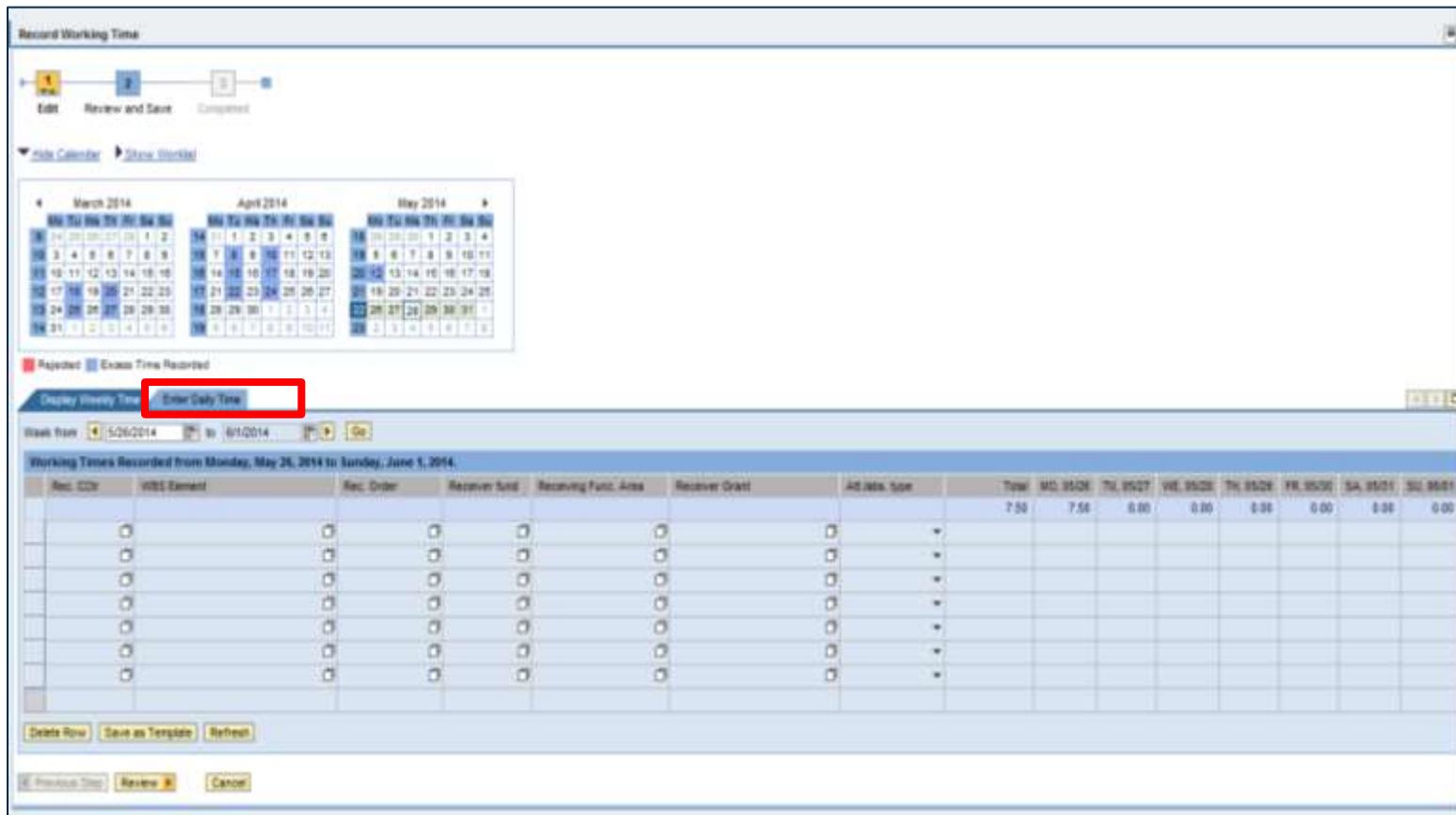
Record Working Time with Charge Objects

2. Select the Record Working Time link.

The screenshot shows a web browser window displaying the MySCEmployee portal. The browser address bar shows the URL <https://appportal.scs.gov/nj/portal>. The page title is "My Working Time - SAP Me...". The portal header includes "Welcome essirJr, MySCEmployee" and "powered by SWEIS". A navigation menu is visible with options like "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Working Time" section is active, and the "Record Working Time" link is highlighted with a red box. Below this link, there is a description: "You can record your working time here in the last 30 days. There are 2 working time objects on which you have recorded not enough or too many hours. Working time objects: 040202014." Other sections include "Time Conversions", "Leave Requests", and "Leave Statements". A large image of a clock is displayed on the right side of the page. At the bottom right, there is a disclaimer: "ANY CONTENT OR LANGUAGE DISPLAYED ON THE MYSCEMPLOYEE WEBSITE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE STATE. ANY INFORMATION DISPLAYED OR CHANGED ON THIS SITE DOES NOT CREATE CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE STATE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS SITE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS DOCUMENT CREATE ANY CONTRACT OF EMPLOYMENT."

Record Working Time with Charge Objects

3. To record working time, click the **Enter Daily Time** tab.

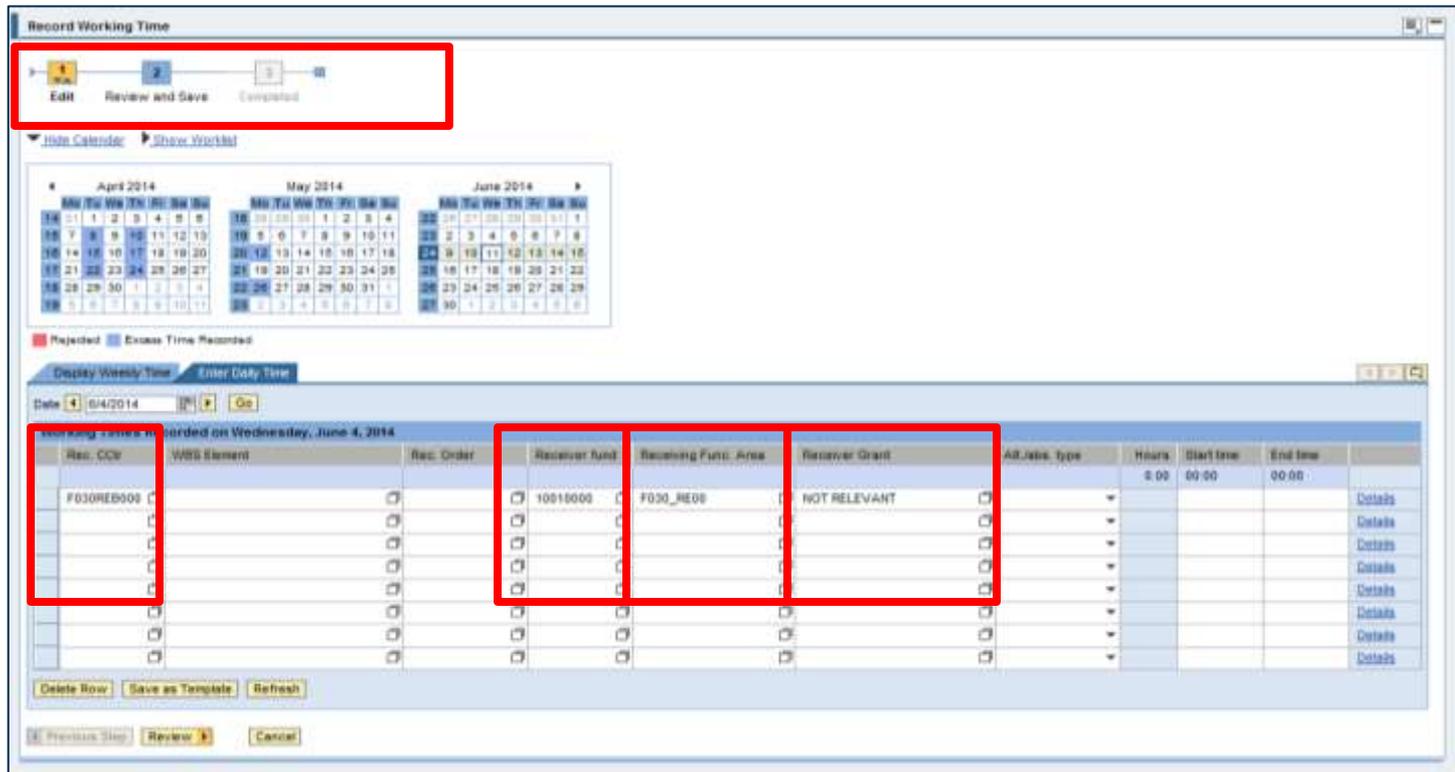


The screenshot displays the 'Record Working Time' application window. At the top, there are navigation buttons: 'Edit', 'Review and Save', and 'Completed'. Below this is a 'Hide Calendar' / 'Show Working' toggle. A calendar view shows months from March to May 2014. Below the calendar, there are radio buttons for 'Recorded' (selected) and 'Excess Time Recorded'. A tabbed interface shows 'Display Weekly Time' and 'Enter Daily Time' (highlighted with a red box). Below the tabs, there is a date range selector: 'Week from 5/26/2014 to 6/1/2014'. The main area contains a table titled 'Working Times Recorded from Monday, May 26, 2014 to Sunday, June 1, 2014'. The table has columns for Rec. CD, WBS Element, Rec. Order, Receiver Fund, Receiving Func. Area, Receiver Grant, All Abs. Type, Total, and weekly totals (MO, TU, WE, TH, FR, SA, SU). The first row shows a total of 7.50 hours. Below the table are buttons for 'Delete Row', 'Save as Template', 'Refresh', 'Previous Day', 'Review', and 'Cancel'.

Rec. CD	WBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	All Abs. Type	Total	MO 5/26	TU 5/27	WE 5/28	TH 5/29	FR 5/30	SA 5/31	SU 6/01
							7.50	7.50	0.00	0.00	0.00	0.00	0.00	0.00

Record Working Time with Charge Objects

4. Enter the following for the time worked before lunch:
Receiver Cost Center
Receiver fund
Receiving Functional Area
Receiver Grant



Record Working Time

1 Edit 2 Review and Save 3 Completed

Home Calendar Show Worked

April 2014 May 2014 June 2014

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date 6/4/2014 Go

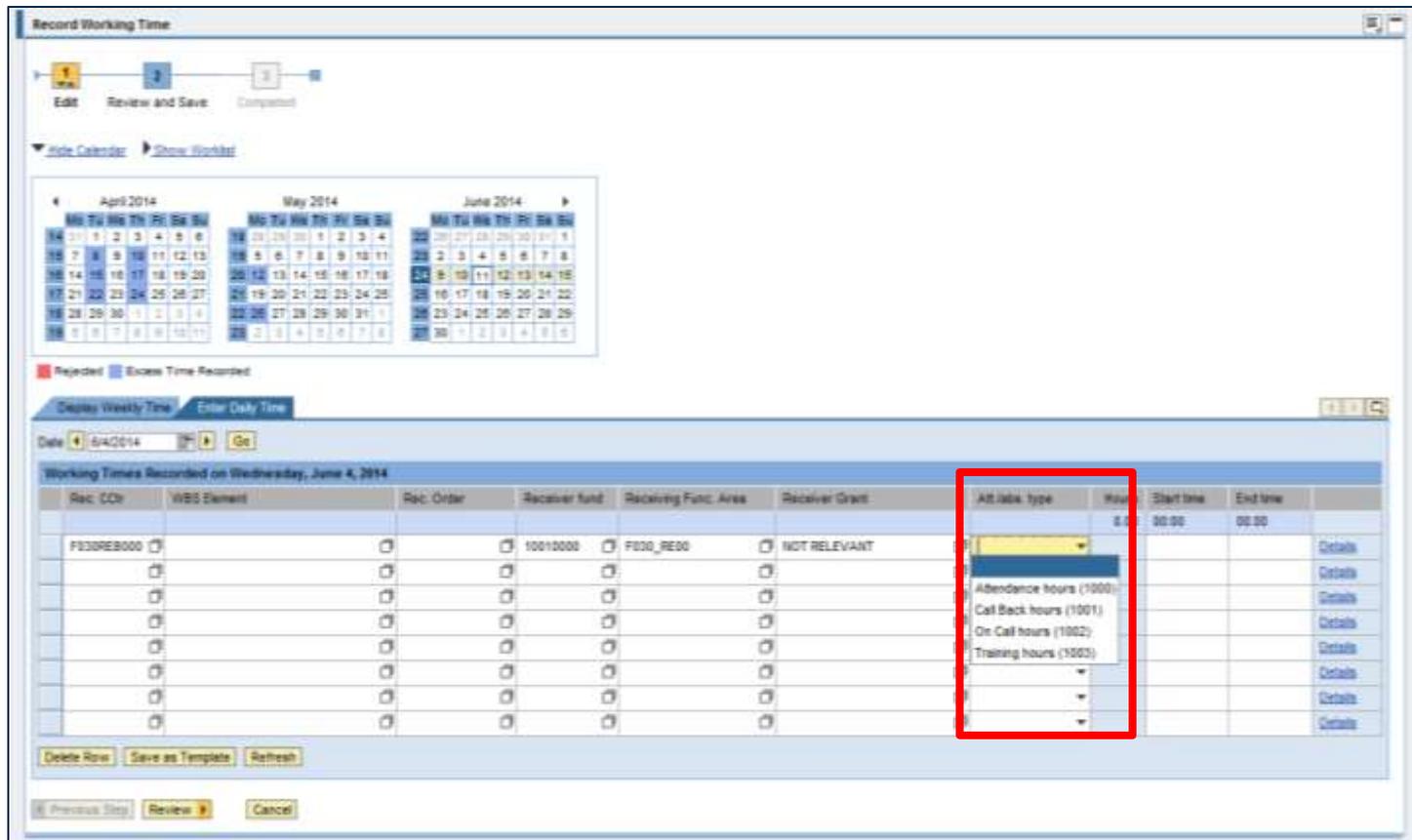
Rec. CCR	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	All Jobs type	Hours	Start time	End time	
F030RE000			1001000	F030_RE00	NOT RELEVANT		2.00	00:00	00:00	Details
										Details
										Details
										Details
										Details
										Details
										Details
										Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time with Charge Objects

5. Select the appropriate **attendance type** from the drop-down menu.

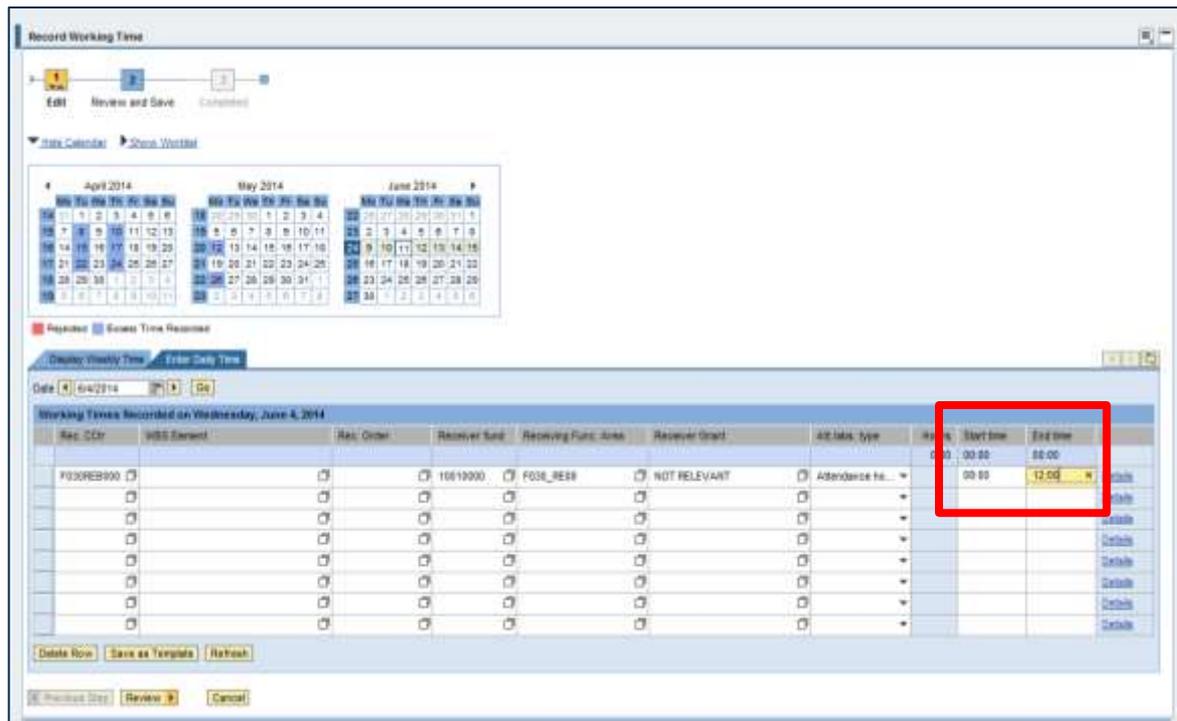


The screenshot displays the 'Record Working Time' application interface. At the top, there are navigation buttons: 'Edit', 'Review and Save', and 'Completed'. Below this is a calendar view for May 2014, with a date selector set to 5/4/2014. The main area shows a table of working times recorded on Wednesday, June 4, 2014. The table has columns for Rec. CD#, WBS Element, Rec. Order, Receiver fund, Receiving Func. Area, Receiver Grant, Att. type, Hours, Start time, and End time. A dropdown menu is open for the 'Att. type' column, showing options: Attendance hours (1000), Call Back hours (1001), On Call hours (1002), and Training hours (1003). The dropdown menu is highlighted with a red box. At the bottom, there are buttons for 'Delete Row', 'Save as Template', 'Refresh', 'Previous Step', 'Review', and 'Cancel'.

Rec. CD#	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att. type	Hours	Start time	End time	
F030RE000			10010000	F030_RE00	NOT RELEVANT		8.00	08:00	08:30	Details
										Details
										Details
										Details
										Details
										Details
										Details
										Details

Record Working Time with Charge Objects

- 6. Enter the **Start time** (time you began work) and **End time** (time you ended work) before lunch in military time.

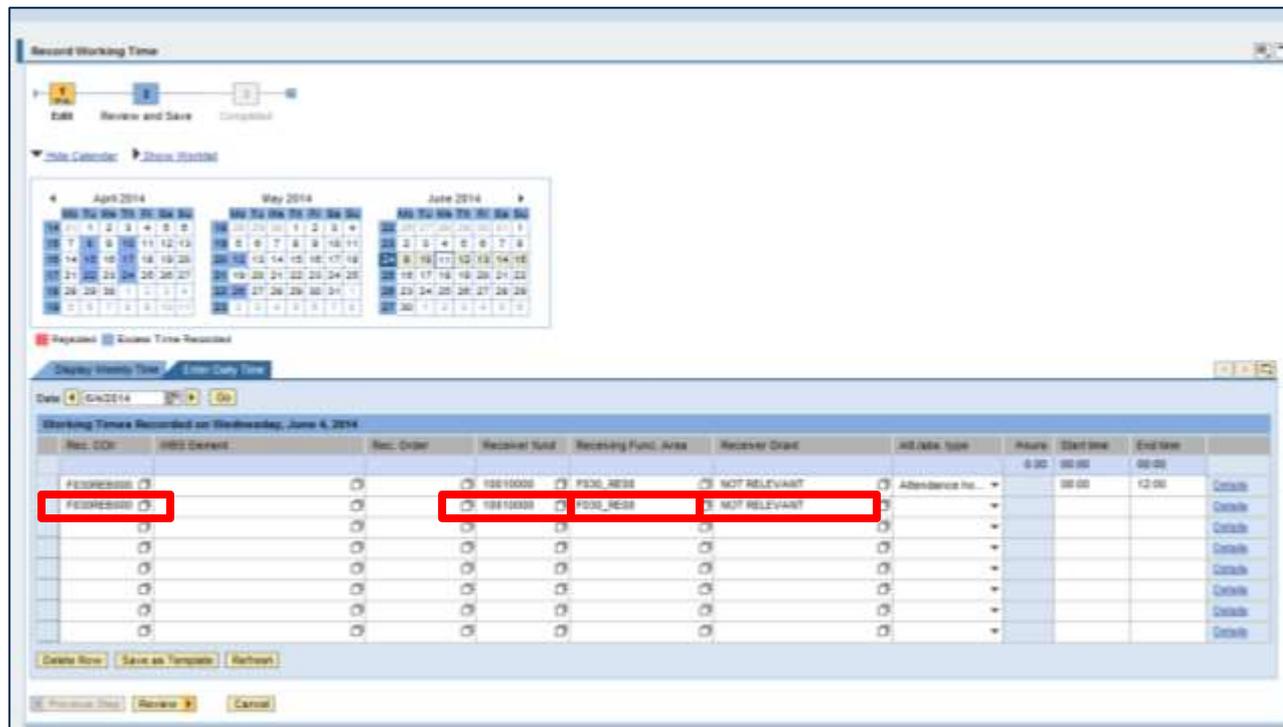


The screenshot displays the 'Record Working Time' application window. At the top, there are navigation buttons: 'Edit', 'Review and Save', and 'Completed'. Below this is a calendar view for May and June 2014. The main section is titled 'Working Times Recorded on Wednesday, June 4, 2014'. It contains a table with the following columns: 'Rec. CCR', 'ISS Element', 'Rec. Order', 'Receiver Snd', 'Receiving Func. Area', 'Receiver Org', 'Alt. Job. Type', 'Start time', and 'End time'. The first row of data shows '00:00' for 'Start time' and '12:00' for 'End time', which are highlighted by a red rectangular box. At the bottom of the window, there are buttons for 'Delete Row', 'Save as Template', 'Refresh', 'Previous Step', 'Review', and 'Cancel'.

Rec. CCR	ISS Element	Rec. Order	Receiver Snd	Receiving Func. Area	Receiver Org	Alt. Job. Type	Start time	End time
F030RC2900			10610000	F030_RSS	NOT RELEVANT	Attendance te...	00:00	12:00

Record Working Time with Charge Objects

7. Enter the following for the time worked after lunch:
Receiver Cost Center
Receiver fund
Receiving Functional Area
Receiver Grant

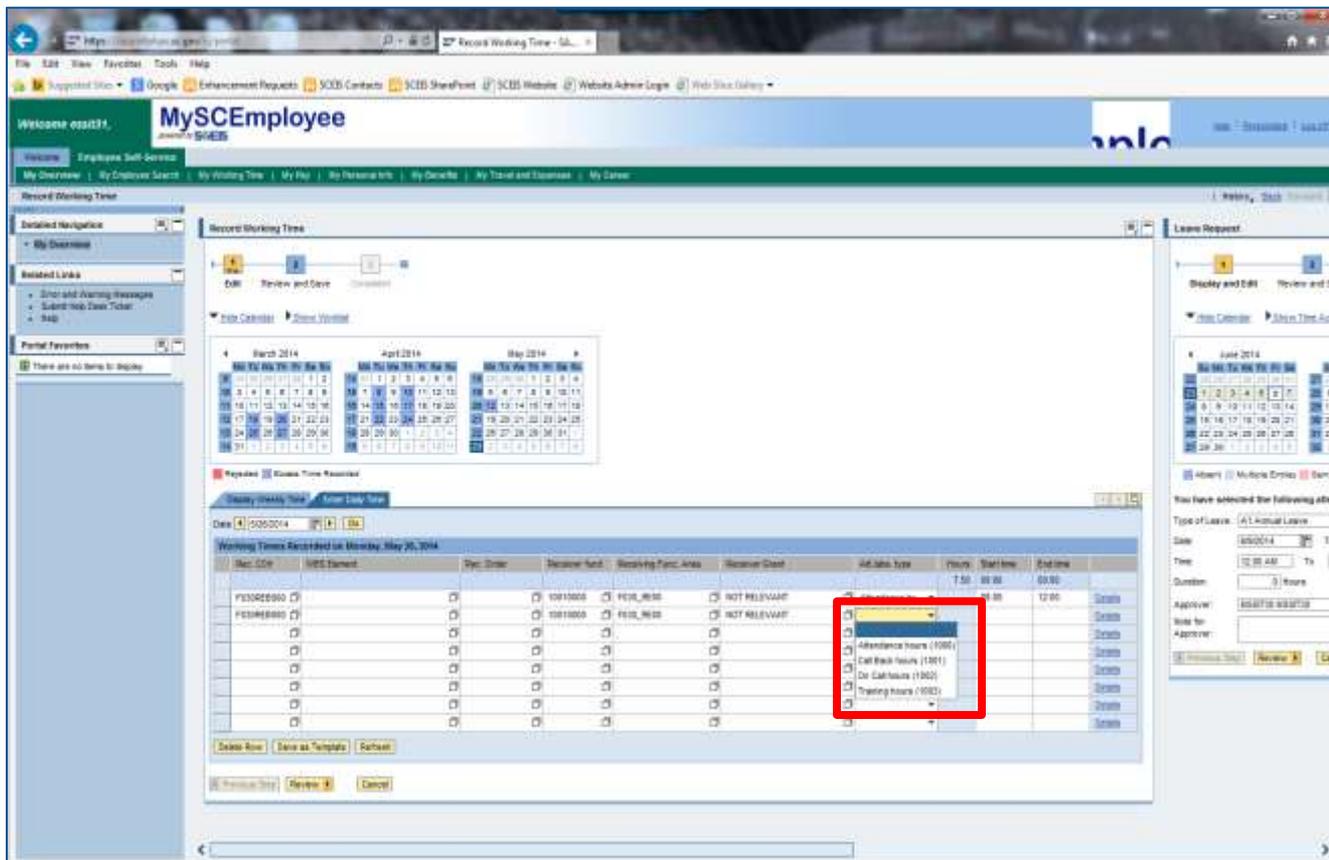


The screenshot shows the 'Record Working Time' application interface. At the top, there are navigation buttons: 'Back', 'Review and Save', and 'Completed'. Below this is a 'Date Calendar' section with three monthly views for April 2014, May 2014, and June 2014. The June 2014 calendar has the 4th day highlighted. Below the calendar are tabs for 'Display Existing Time' and 'Enter Daily Time', with the latter being selected. A 'Date' dropdown is set to 'Jun 2014'. The main section is titled 'Working Times Recorded on Wednesday, June 4, 2014'. It contains a table with the following columns: Rec. Cost, Info Contact, Rec. Order, Receiver Fund, Receiving Fund Area, Receiver Grant, All Info Type, Hour, Start time, End time, and Details. The first row of data is highlighted with red boxes around the 'Rec. Cost' field (value: F000000), the 'Receiver Fund' field (value: 10010000), the 'Receiving Functional Area' field (value: F000000), and the 'Receiver Grant' field (value: NOT RELEVANT). The 'Hour' column shows 0.00, 'Start time' is 08:00, and 'End time' is 12:00. At the bottom of the table are buttons for 'Delete Row', 'Save as Template', and 'Refresh'. Below the table are buttons for 'Previous Day', 'Review', and 'Cancel'.

Rec. Cost	Info Contact	Rec. Order	Receiver Fund	Receiving Fund Area	Receiver Grant	All Info Type	Hour	Start time	End time	Details
F000000			10010000	F000000	NOT RELEVANT	Attendance In...	0.00	08:00	12:00	Details
F000000			10010000	F000000	NOT RELEVANT					Details
										Details
										Details
										Details
										Details
										Details

Record Working Time with Charge Objects

8. Select the appropriate **attendance type** from the drop-down menu.

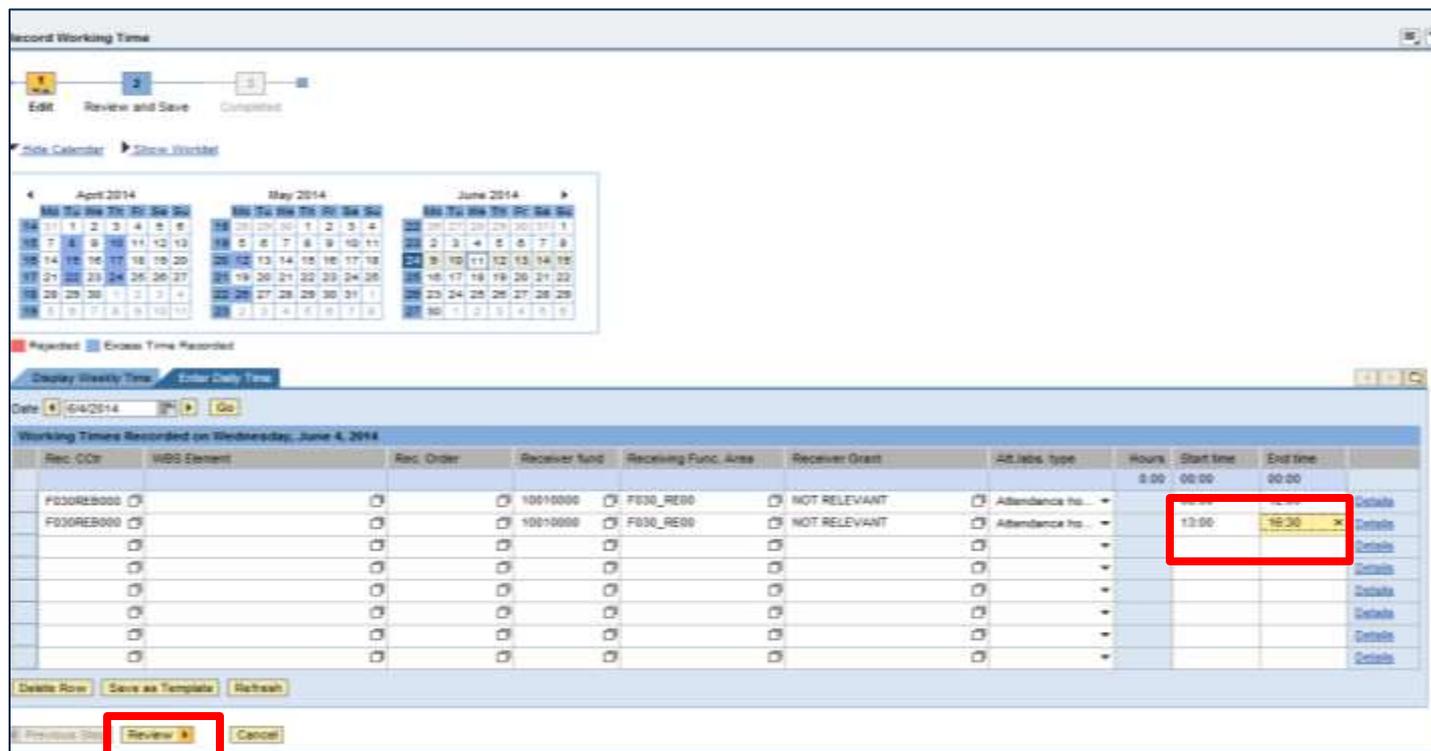


The screenshot displays the MySCEmployee Record Working Time interface. The main area shows a calendar for May 2014, with a table below it listing recorded working times for Monday, May 26, 2014. The table has columns for Abs. Code, WBS Element, Day, Order, Resource Fund, Working Func. Area, Resource Code, Job Info. Type, Hours, Start time, End time, and Details. A dropdown menu is open for the Job Info. Type column, showing options: Attendance hours (1001), Call Back hours (1001), Dr. Call hours (1002), and Training hours (1003). The dropdown menu is highlighted with a red box.

Abs. Code	WBS Element	Day	Order	Resource Fund	Working Func. Area	Resource Code	Job Info. Type	Hours	Start time	End time	Details
FE30CE000				1001000	FE30_WB	NOT RELEASED					Details
FE30ME000				1001000	FE30_WB	NOT RELEASED					Details
											Details
											Details
											Details
											Details

Record Working Time with Charge Objects

9. Enter the **Start time** and **End time** after lunch in military time.
10. Click **Review**.

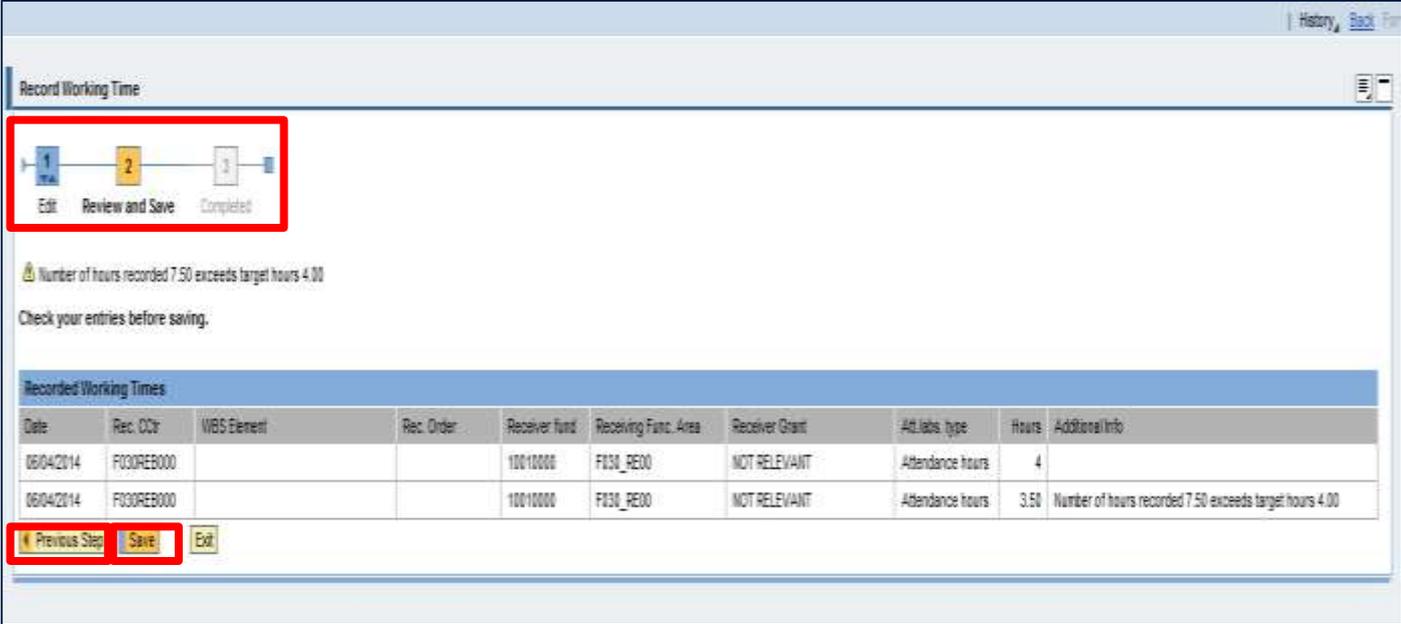


The screenshot displays the 'Record Working Time' application. At the top, there are navigation buttons: 'Edit', 'Review and Save', and 'Completed'. Below this is a calendar view for June 2014. The main area shows a table of working times recorded on Wednesday, June 4, 2014. The table has columns for 'Rec. Occ', 'WBS Element', 'Rec. Order', 'Receiver Fund', 'Receiving Func. Area', 'Receiver Grant', 'Att. Job. type', 'Hours', 'Start time', 'End time', and 'Details'. Two rows are visible, both with 'Hours' set to 8.00. The second row has 'Start time' set to 13:00 and 'End time' set to 16:30, which are highlighted with a red box. At the bottom of the interface, there are buttons for 'Delete Row', 'Save as Template', 'Refresh', and 'Review', with the 'Review' button also highlighted by a red box.

Rec. Occ	WBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	Att. Job. type	Hours	Start time	End time	Details
F030RB000			10010000	F030_RE00	NOT RELEVANT	Attendance ho...	8.00	00:00	00:00	Details
F030RB000			10010000	F030_RE00	NOT RELEVANT	Attendance ho...		13:00	16:30	Details

Record Working Time with Charge Objects

11. Review your time for accuracy. If you need to make changes, click **Previous Step**.
12. Click **Save** to submit your time for approval.



The screenshot shows the 'Record Working Time' interface. At the top, there is a progress bar with three steps: '1 Edit', '2 Review and Save', and '3 Completed'. The '2 Review and Save' step is highlighted with a red box. Below the progress bar, there is a warning message: 'Number of hours recorded 7.50 exceeds target hours 4.00'. Below the warning, there is a table titled 'Recorded Working Times' with the following data:

Date	Rec. CCR	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att. lab. type	Hours	Additional Info
06/04/2014	F030REB000			10010000	F030_RE00	NOT RELEVANT	Attendance hours	4	
06/04/2014	F030REB000			10010000	F030_RE00	NOT RELEVANT	Attendance hours	3.50	Number of hours recorded 7.50 exceeds target hours 4.00

At the bottom of the interface, there are three buttons: 'Previous Step', 'Save', and 'Exit'. The 'Previous Step' and 'Save' buttons are highlighted with red boxes.

Record Working Time with Charge Objects

Record Working Time



1 Edit 2 Review and Save 3 Completed

Your data has been saved

What do you want to do next?

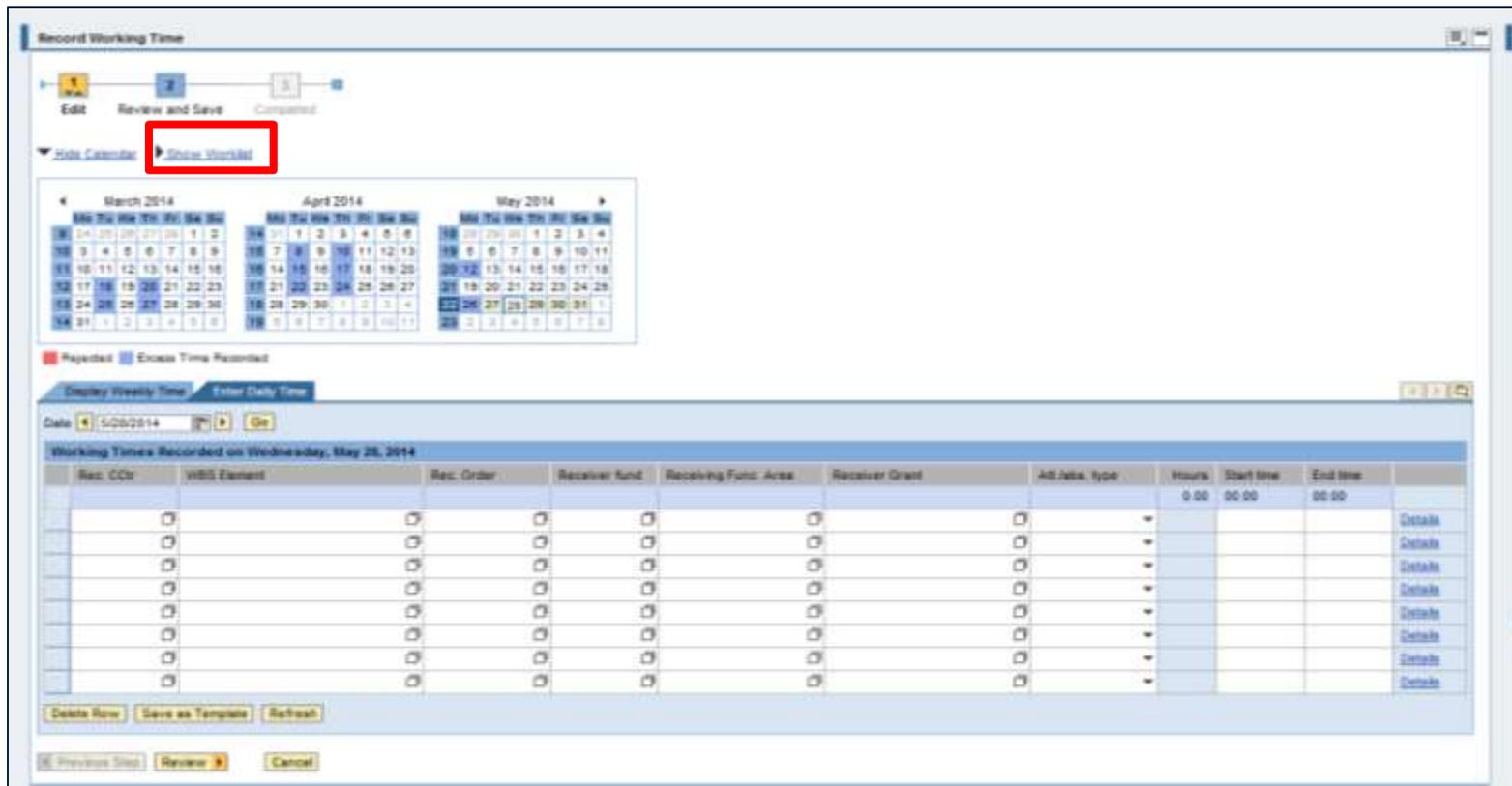
- [Record Additional Working Times](#)
- [Go to My Working Time Homepage](#)
- [Go to Employee Self-Service Homepage](#)

Overview of your newly recorded working times

Date	Req. Cdr	WBS Element	Req. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	At. Abs. type	Hours	Additional Info
06/04/2014	FC02REB000			10010000	FC00_RE00	NOT RELEVANT	Attendance hours	4	
06/04/2014	FC02REB000			10010000	FC00_RE00	NOT RELEVANT	Attendance hours	3.50	Number of hours recorded 7.50 exceeds target/hours 4.00

Record Working Time with Charge Objects

1. To copy previously used charge objects, select **Show Worklist**.



Record Working Time

1. Edit 2. Review and Save 3. Completed

Hide Calendar **Show Worklist**

March 2014 April 2014 May 2014

Rejected Excess Time Reported

Display Weekly Time Enter Daily Time

Date 5/28/2014 Go

Working Times Recorded on Wednesday, May 28, 2014

Rec. COb	WBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	Alt./Job. type	Hours	Start time	End time	
							0 00	00 00	00 00	Details
										Details
										Details
										Details
										Details
										Details
										Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time with Charge Objects

2. Click the **blue box** beside the row of charge objects you wish to copy.
3. Click **Copy Rows**.

Record Working Time

1 Edit 2 Review and Save 3 Completed

Show Calendar Hide Details

Worksheet

Rec. CDR	WBS Element	Rec. Order	Receiver Fund	Receiving Fund Area	Receiver Grant	MO	TU	WE	TH	FR	SA	SU
100022000			1001000	F000_RE00	NOT RELEVANT							

Copy Rows

Date: 5/28/2014

Working Times Recorded on Wednesday, May 28, 2014

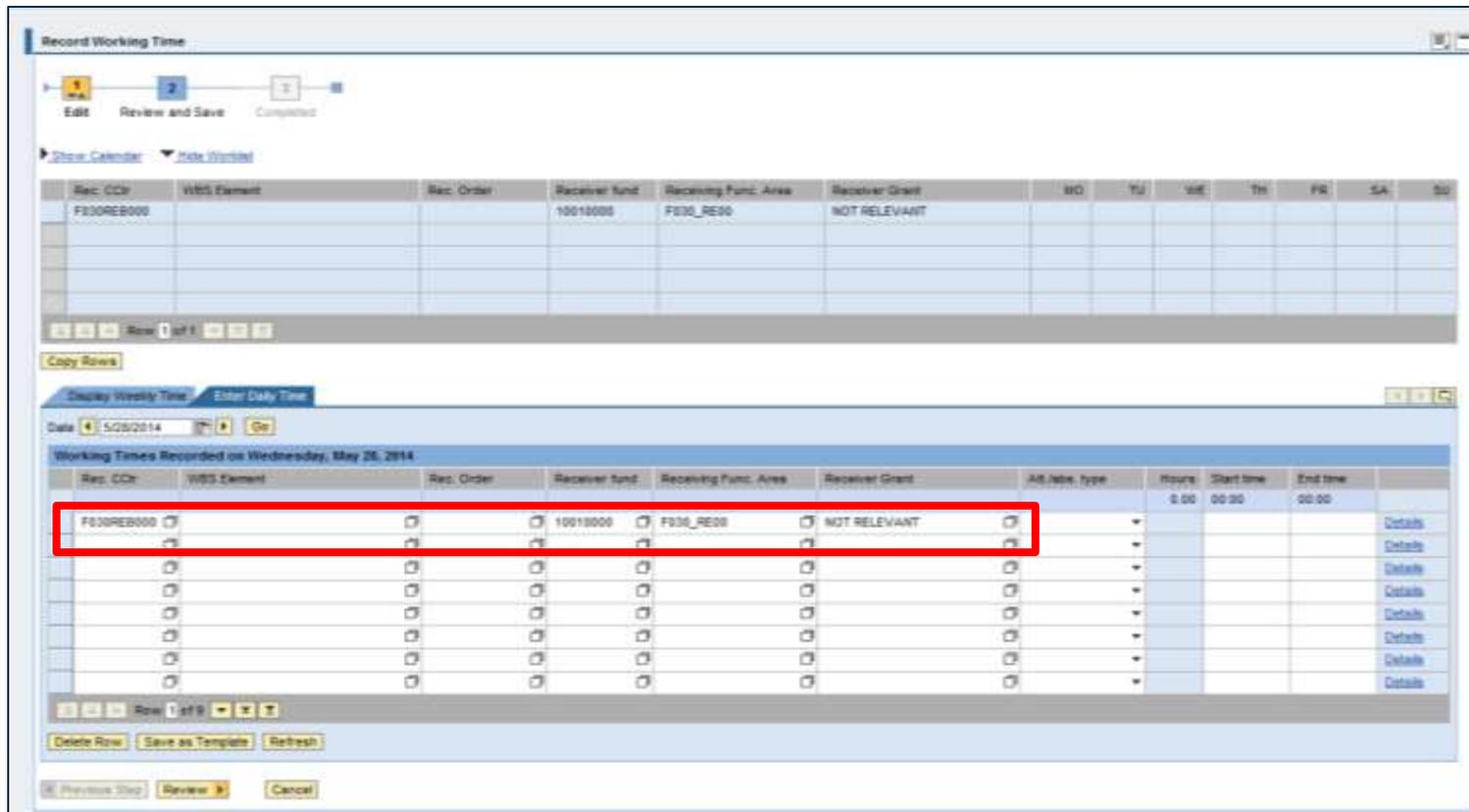
Rec. CDR	WBS Element	Rec. Order	Receiver Fund	Receiving Fund Area	Receiver Grant	All Jobs Type	Hours	Start time	End time	
							0.00	00:00	00:00	Details
										Details
										Details
										Details
										Details
										Details
										Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Record Working Time with Charge Objects

The copied row of charge objects should now appear in the Enter Daily Time tab.



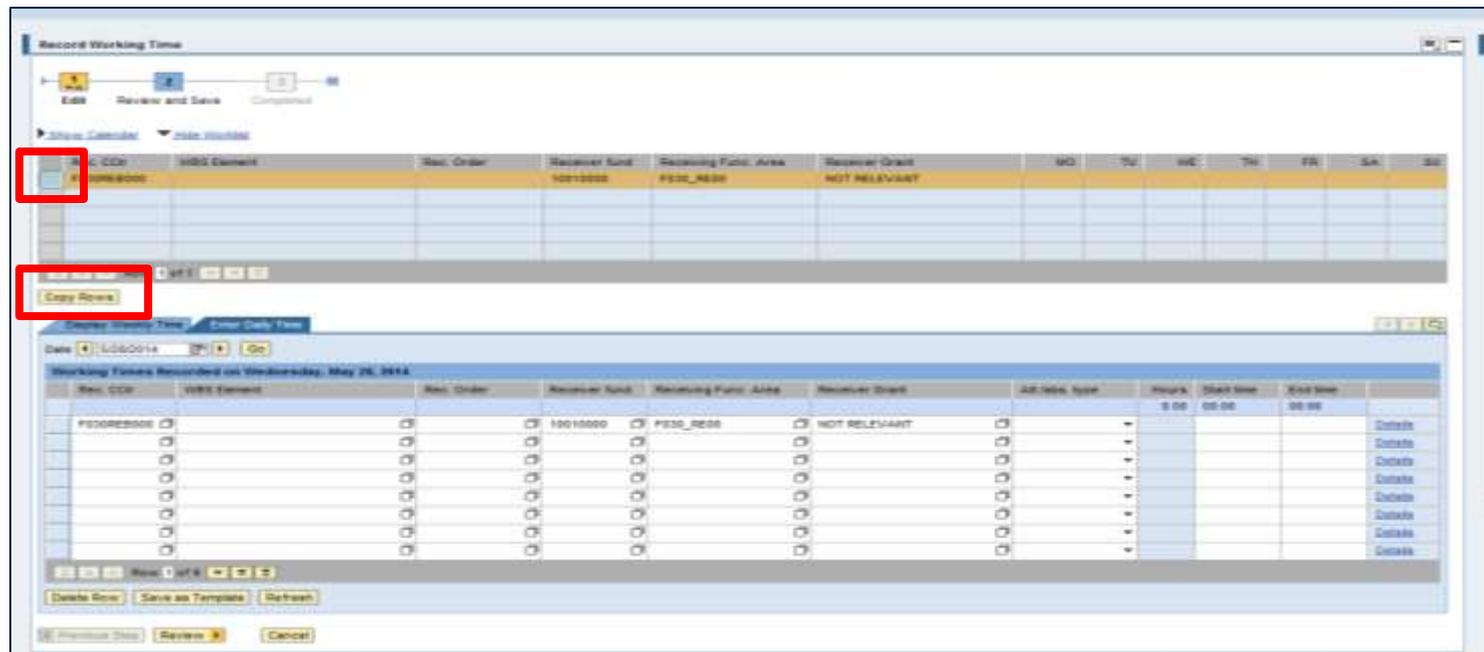
The screenshot displays the 'Record Working Time' application window. At the top, there is a progress bar with three steps: '1. Edit', '2. Review and Save', and '3. Completed'. Below this, there is a 'Show Calendar' dropdown menu set to 'Hide Weekdays'. The main area contains two tables. The first table, titled 'Record Working Time', has columns for 'Rec. CCR', 'WBS Element', 'Rec. Order', 'Receiver Fund', 'Receiving Func. Area', 'Receiver Grant', and days of the week (SU, TU, WE, TH, FR, SA, SU). The second table, titled 'Working Times Recorded on Wednesday, May 28, 2014', has columns for 'Rec. CCR', 'WBS Element', 'Rec. Order', 'Receiver Fund', 'Receiving Func. Area', 'Receiver Grant', 'All Jobs type', 'Hours', 'Start time', and 'End time'. The first row of the second table is highlighted with a red border, indicating it is the copied row. At the bottom, there are buttons for 'Delete Row', 'Save as Template', 'Refresh', 'Previous Step', 'Review', and 'Cancel'.

Rec. CCR	WBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	SU	TU	WE	TH	FR	SA	SU
F30RE000			1001000	F30_RE00	NOT RELEVANT							

Rec. CCR	WBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	All Jobs type	Hours	Start time	End time	
F30RE000			1001000	F30_RE00	NOT RELEVANT		0.00	00:00	00:00	Details
										Details
										Details
										Details
										Details
										Details
										Details

Record Working Time with Charge Objects

1. To insert a second row of charge objects, select the **blue box** beside the row you wish to copy in the Worklist.
2. Select **Copy Rows**.



Record Working Time with Charge Objects

Record Working Time

1 Edit 2 Review and Save 3 Completed

Show Calendar Job: World

Rec. CD	WBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	MO	TU	WE	TH	FR	SA	SU
FE30RE000			10010000	FE30_RE30	NOT RELEVANT							

Row 1 of 1

Copy Rows

Display Weekly Time Enter Daily Time

Date: 5/20/2014

Working Times Recorded on Wednesday, May 28, 2014

Rec. CD	WBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant	Alt. Job type	Hours	Start time	End time	
FE30RE000			10010000	FE30_RE30	NOT RELEVANT		0.00	00:00	00:00	Details
FE30RE000			10010000	FE30_RE30	NOT RELEVANT					Details
										Details
										Details
										Details
										Details
										Details

Row 1 of 10

Delete Row Save as Template Refresh

Previous Filter Review Cancel



LESSON 4: Submit a Leave Request

Overview of Leave

- Annual/Sick Leave is earned once you have worked half of the working hours in the month in a paid status.
- Annual/Sick Leave rate of earnings is driven by average number of hours in workday.
 - 9.375 hours of annual leave per month for 37.5 hour work week
 - 9.375 hours of sick leave per month for 37.5 hour work week
- After 10 years of service, additional annual leave is earned.

Overview of Leave

- Comp Time
 - If earned, will have a comp time leave balance in MySCEmployee
 - No expiration date
 - Most employees have a 240 hour maximum limit
- Holiday Comp Time
 - If earned, will have a holiday comp time leave balance in MySCEmployee
 - Must be taken within 90 days of the holiday date
 - 1 year of the holiday date for agencies on an academic schedule

When to Request Leave

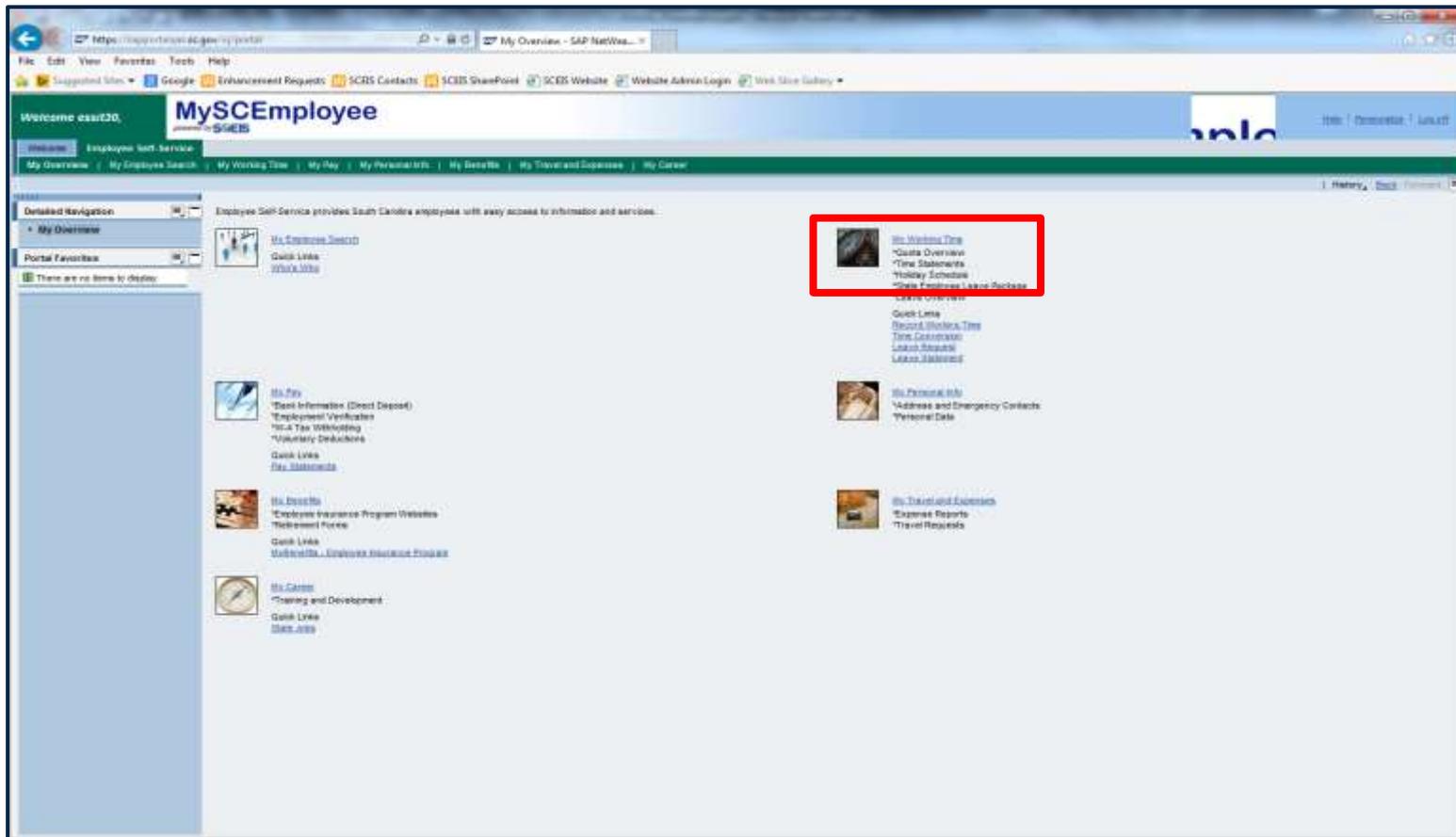


- Leave should be requested and approved prior to taking the leave.
- Not requesting/approving leave can affect when leave is earned for some employees.
- Supervisors should approve leave requests as soon as possible.

Note: You cannot enter a leave request that is more than 1 month in the past.

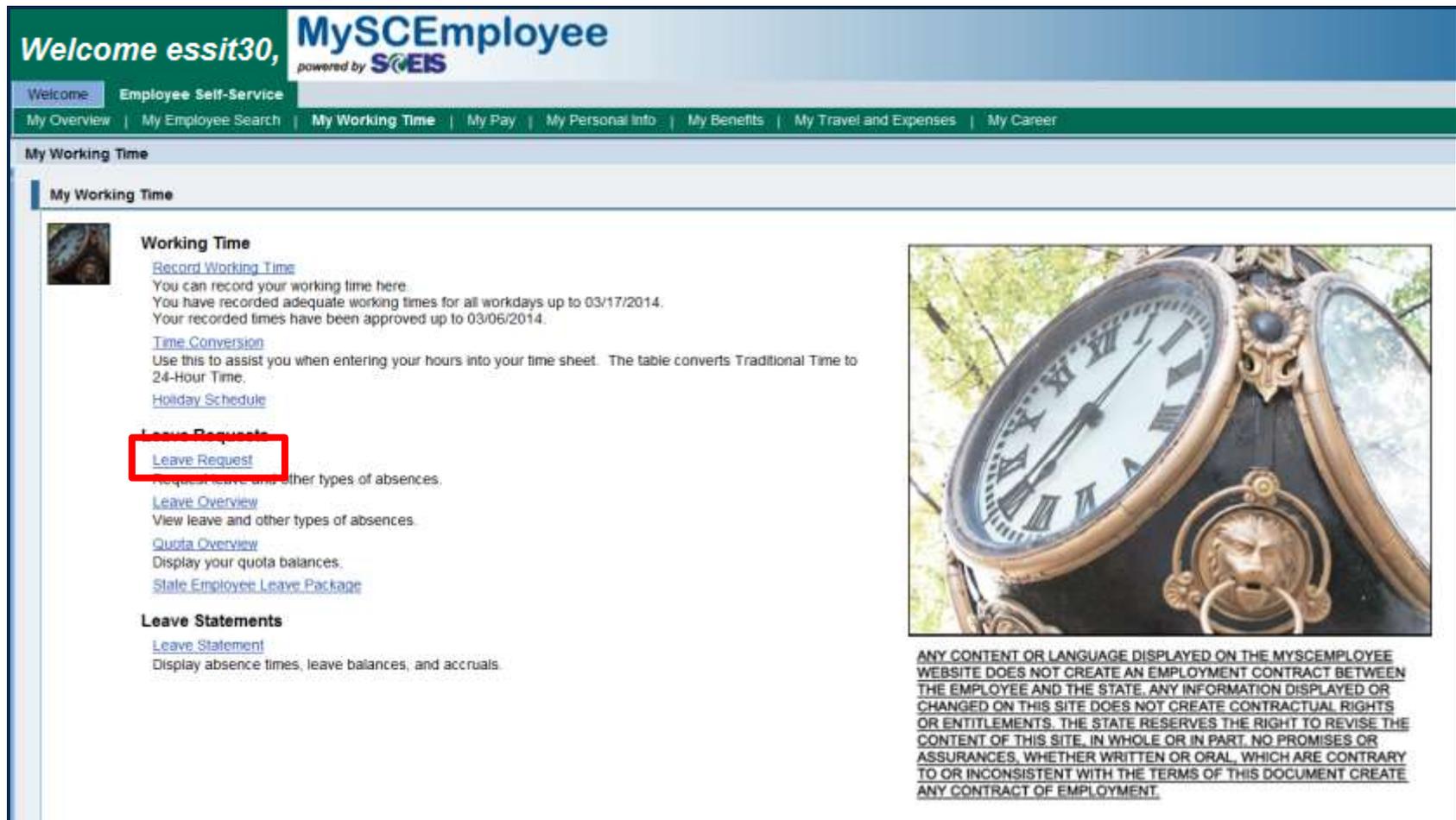
Submit a Leave Request

1. Click the My Working Time link.



Submit a Leave Request

2. Select the Leave Request link.



Welcome essit30, MySCEmployee
powered by SOEIS

Welcome | Employee Self-Service

My Overview | My Employee Search | **My Working Time** | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Working Time

My Working Time

Working Time

[Record Working Time](#)
You can record your working time here.
You have recorded adequate working times for all workdays up to 03/17/2014.
Your recorded times have been approved up to 03/06/2014.

[Time Conversion](#)
Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

[Holiday Schedule](#)

Leave Requests

[Leave Request](#)
Request leave and other types of absences.

[Leave Overview](#)
View leave and other types of absences.

[Quota Overview](#)
Display your quota balances.

[State Employee Leave Package](#)

Leave Statements

[Leave Statement](#)
Display absence times, leave balances, and accruals.



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Submit a Leave Request

3. Select the **Type of Leave** from the drop-down menu. (Annual Leave, Sick Leave, Comp Time, etc.)

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

▼ Hide Calendar ▶ Show Time Accounts ▶ Show Overview of Leave

June 2014							July 2014							August 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6

■ Absent ■ Multiple Entries ■ Sent ■ Deletion Requested ■ Approved Working Hours

You have selected the following attendance/leave:

Type of Leave: A1. Annual Leave
Date: 7/14/14
Time: 8:00 AM - 4:00 PM
Duration: 8:00 AM - 4:00 PM
Approver: [dropdown]
Note for Approver: [text area]

NOTE: When entering a full day of leave, do not

Previous Step

Submit a Leave Request

4. Enter the **Date(s)** the leave will be taken.

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

[Hide Calendar](#) [Show Time Accounts](#) [Show Overview of Leave](#)

June 2014							July 2014							August 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
22	25	26	27	28	29	30	31	27	29	30	1	2	3	4	5	31	27	28	29	30	31	1	2
23	1	2	3	4	5	6	7	28	6	7	8	9	10	11	12	32	3	4	5	6	7	8	9
24	8	9	10	11	12	13	14	29	13	14	15	16	17	18	19	33	10	11	12	13	14	15	16
25	15	16	17	18	19	20	21	30	20	21	22	23	24	25	26	34	17	18	19	20	21	22	23
26	22	23	24	25	26	27	28	31	27	28	29	30	31	1	2	35	24	25	26	27	28	29	30
27	29	30	1	2	3	4	5	32	3	4	5	6	7	8	9	36	31	1	2	3	4	5	6

Absent Multiple Entries Sent Deletion Requested Approved Working Hours

You have selected the following attendance/leave:

Type of Leave:

Date: To

Time: To NOTE: When entering a full day of leave, do not

Duration: Hours

Approver:

Note for Approver:

Submit a Leave Request

7. To change the Approver, **click the button to the right of the Approver field.**

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

▼ Hide Calendar ▶ Show Time Accounts ▶ Show Overview of Leave

June 2014							July 2014							August 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12
27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

■ Absent ■ Multiple Entries ■ Sent ■ Deletion Requested ■ Approved Working Hours

You have selected the following attendance/leave:

Type of Leave:

Date: To

Time: To NOTE: When entering a full day of leave, do not enter a time.

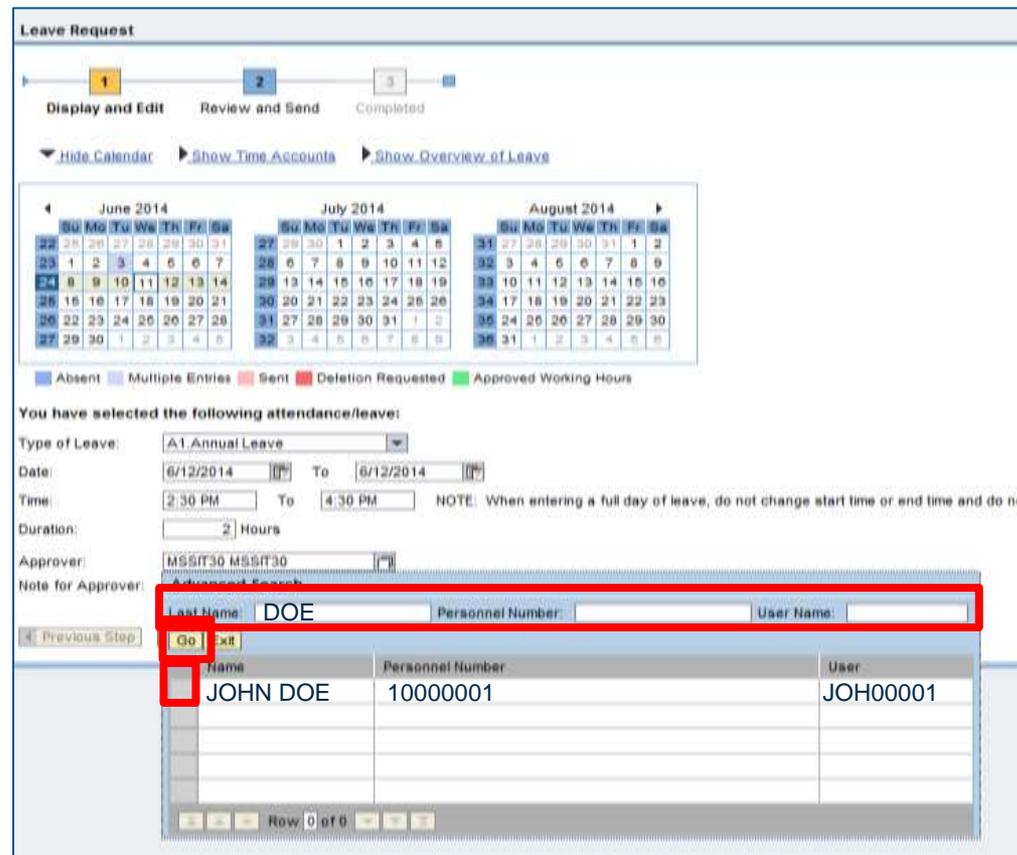
Duration: Hours

Approver:

Note for Approver:

Submit a Leave Request

8. Enter the **Last Name**, **Personnel Number** or **User Name** of the desired approver in the appropriate fields.
9. Click **Go**.
10. Click **the box to the left** of the desired name to select it.



The screenshot shows the 'Leave Request' form with the following details:

- Progress bar: 1 (Display and Edit) is active, 2 (Review and Send) is next, 3 (Completed) is last.
- Buttons: Hide Calendar, Show Time Accounts, Show Overview of Leave.
- Calendar: Shows June, July, and August 2014. A legend below indicates: Absent (blue), Multiple Entries (purple), Sent (red), Deletion Requested (orange), Approved Working Hours (green).
- Form Fields:
 - Type of Leave: A1 Annual Leave
 - Date: 6/12/2014 To 6/12/2014
 - Time: 2:30 PM To 4:30 PM
 - Duration: 2 Hours
 - Approver: MSSFT30 MSSFT30
 - Note for Approver: Advanced Search
- Search Results Table:

Name	Personnel Number	User
JOHN DOE	1000001	JOH00001

A red box highlights the search criteria: Last Name: DOE, Personnel Number: , User Name: . A second red box highlights the selection checkbox in the first row of the search results table.

Submit a Leave Request

- 11. Enter a **Note** for your approver (optional).
- 12. Click **Review**.

Leave Request

1 2 3
Display and Edit Review and Send Completed

Hide Calendar Show Time Accounts Show Overview of Leave

June 2014							July 2014							August 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
22	25	26	27	28	29	30	31	27	29	30	1	2	3	4	5	31	27	28	29	30	31	1	2
23	1	2	3	4	5	6	7	28	6	7	8	9	10	11	12	32	3	4	5	6	7	8	9
24	8	9	10	11	12	13	14	29	13	14	15	16	17	18	19	33	10	11	12	13	14	15	16
25	15	16	17	18	19	20	21	30	20	21	22	23	24	25	26	34	17	18	19	20	21	22	23
26	22	23	24	25	26	27	28	31	27	28	29	30	31	1	2	35	24	25	26	27	28	29	30
27	29	30	1	2	3	4	5	32	3	4	5	6	7	8	9	36	31	1	2	3	4	5	6

Absent Multiple Entries Sent Deletion Requested Approved Working Hours

You have selected the following attendance/leave:

Type of Leave: A1. Annual Leave

Date: 6/12/2014 To 6/12/2014

Time: 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not

Duration: 2 Hours

Approver: MSSIT30 MSSIT30

Note for Approver: Daughter's Awards Ceremony

Previous Step Review Cancel

Submit a Leave Request

13. Review the leave request for accuracy. If you need to make changes, click **Previous Step**.
14. Click **Send** to submit the request for approval.

The screenshot displays the 'Leave Request' form interface. At the top, a progress bar shows three steps: '1 Display and Edit' (highlighted in blue), '2 Review and Send' (highlighted in yellow), and '3 Completed' (greyed out). A red box highlights this progress bar. Below the progress bar, a warning icon and text state: 'Change in correction phase for Controlling area SM'. The main section is titled 'You want to request the following leave:' and contains the following details:

- Type of Leave: A1. Annual Leave
- Date: on Thursday, June 12, 2014
- Time: from 2:30 PM to 4:30 PM
- Duration: 2 Hours
- Used: Annual Leave: 2.00000 Hours
- Approver: MSSIT30 MSSIT30
- Note for Approver: Daughter's Awards Ceremony

At the bottom of the form, there is a text instruction: 'To send the leave request to the next processor, choose Send. You can check the processing status of the request in the Leave Request History.' Below this instruction, three buttons are visible: 'Previous Step' (highlighted in yellow), 'Send' (highlighted in yellow), and 'Cancel' (greyed out). A red box highlights the 'Previous Step' and 'Send' buttons.

Submit a Leave Request

Leave Request



1 2 3

Display and Edit Review and Send **Completed**

i The leave request has been sent.

What do you want to do next?

[Request Another Absence](#)

[Go to My Working Time Homepage](#)

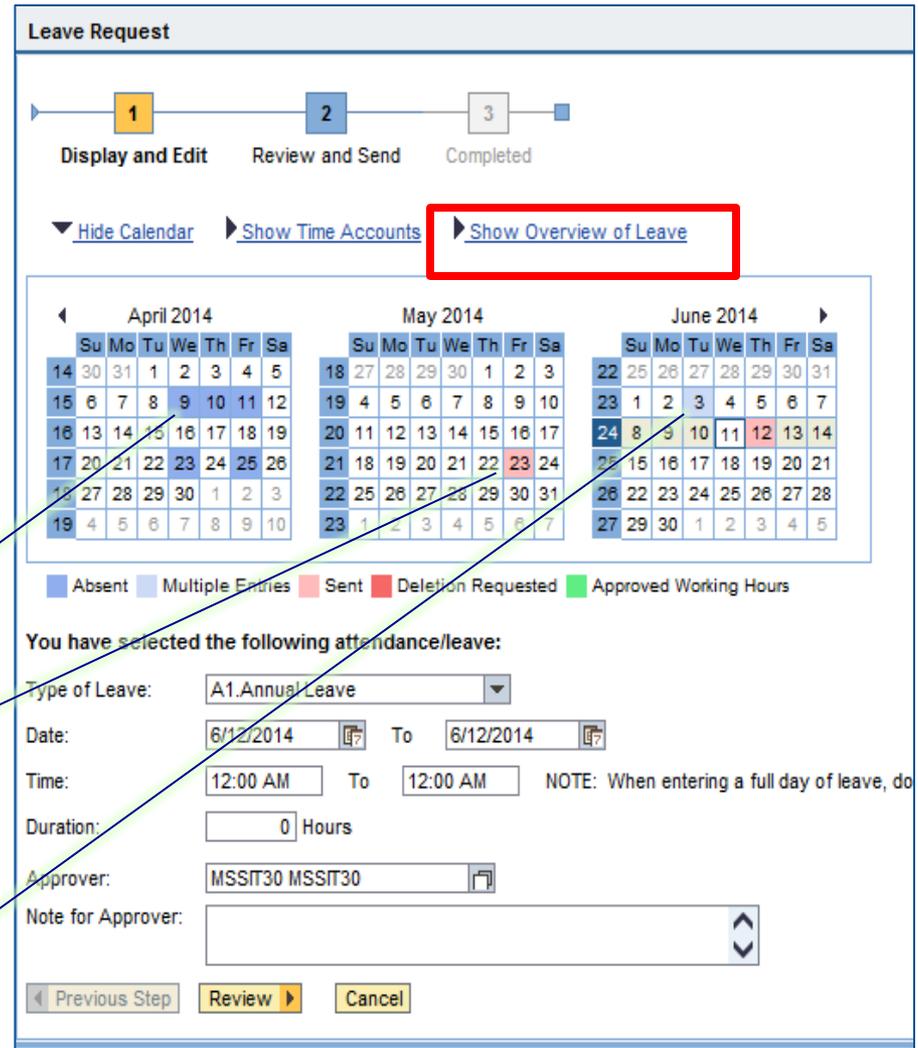
[Go to Employee Self-Services Homepage](#)

You have requested the following leave:

Type of Leave: A1. Annual Leave
Date: on Thursday, June 12, 2014
Time: from 2:30 PM to 4:30 PM
Duration: 2 Hours
Used: Annual Leave: 2.00000 Hours
Approver: MSSIT30 MSSIT30
Note for Approver: Daughter's Awards Ceremony

Status of Leave Request

Employees can see a status/history of their leave requests, by clicking the **Show Overview of Leave** link.



The screenshot shows the 'Leave Request' interface. At the top, a progress bar indicates three steps: 1. Display and Edit (highlighted in yellow), 2. Review and Send (highlighted in blue), and 3. Completed (highlighted in grey). Below the progress bar are three links: 'Hide Calendar', 'Show Time Accounts', and 'Show Overview of Leave' (highlighted with a red box). The main area displays three monthly calendars for April, May, and June 2014. A legend below the calendars identifies colors: dark blue for Absent, light blue for Multiple Entries, pink for Sent, red for Deletion Requested, and green for Approved Working Hours. Below the calendars, a section titled 'You have selected the following attendance/leave:' contains a form with the following fields: 'Type of Leave' (dropdown menu set to 'A1.Annual Leave'), 'Date' (calendar icon and date '6/12/2014'), 'To' (calendar icon and date '6/12/2014'), 'Time' (input field '12:00 AM' and 'To' input field '12:00 AM' with a note: 'NOTE: When entering a full day of leave, do'), 'Duration' (input field '0' and label 'Hours'), 'Approver' (input field 'MSSIT30 MSSIT30' with a calendar icon), and 'Note for Approver' (text area with up/down arrows). At the bottom are three buttons: 'Previous Step', 'Review', and 'Cancel'.

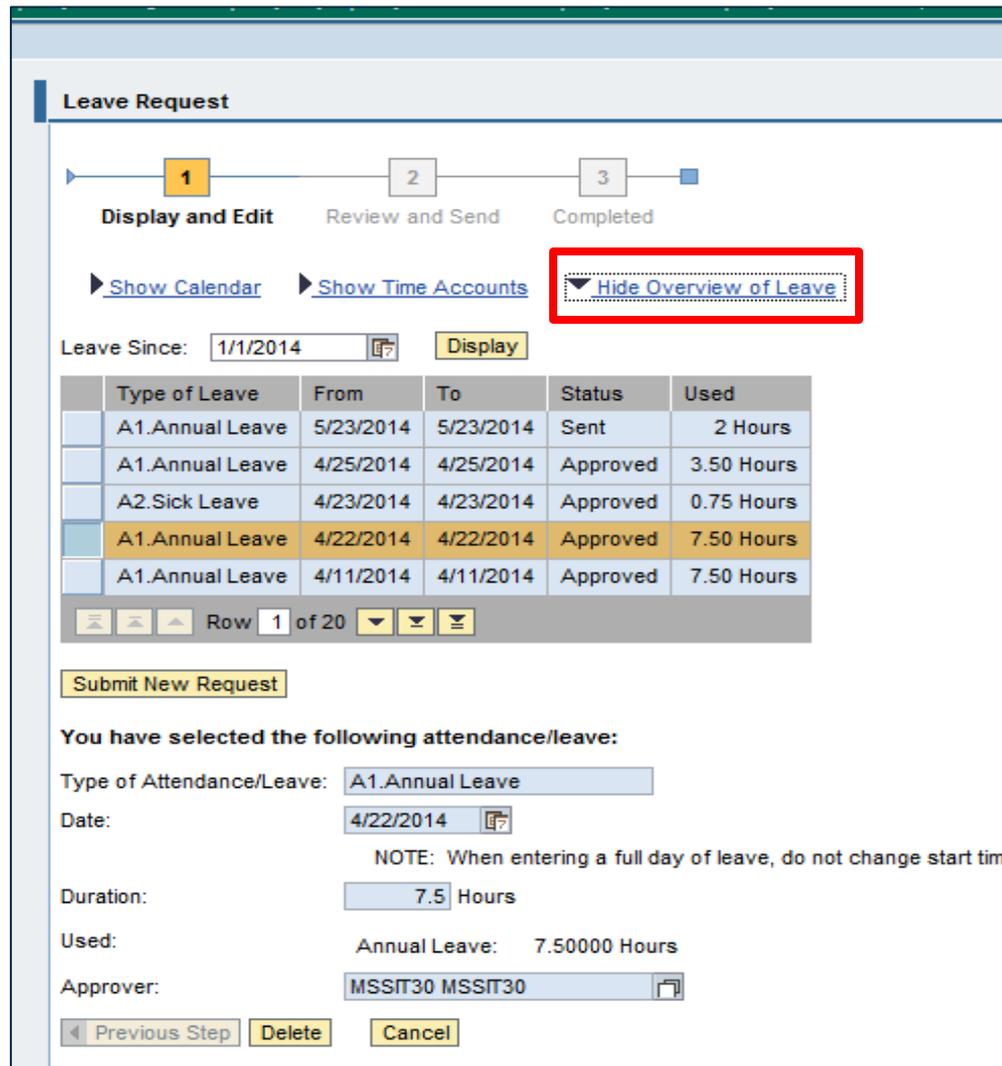
Approved Leave Displays as Dark Blue

Requested Leave Displays as Pink

Multiple Leave Requests Displays as Light Blue

Status of Leave Request

To hide the Overview of Leave information, click the **Hide Overview of Leave** link.



Leave Request

1 Display and Edit 2 Review and Send 3 Completed

[Show Calendar](#) [Show Time Accounts](#) [Hide Overview of Leave](#)

Leave Since:

Type of Leave	From	To	Status	Used
A1.Annual Leave	5/23/2014	5/23/2014	Sent	2 Hours
A1.Annual Leave	4/25/2014	4/25/2014	Approved	3.50 Hours
A2.Sick Leave	4/23/2014	4/23/2014	Approved	0.75 Hours
A1.Annual Leave	4/22/2014	4/22/2014	Approved	7.50 Hours
A1.Annual Leave	4/11/2014	4/11/2014	Approved	7.50 Hours

Row 1 of 20

You have selected the following attendance/leave:

Type of Attendance/Leave:

Date:

NOTE: When entering a full day of leave, do not change start time

Duration: Hours

Used: Annual Leave: 7.50000 Hours

Approver:

Delete/Edit a Leave Request

Deleting a Leave Request:

- You can **Delete** a leave request up to 1 month after the date of the leave, *even if it has been approved.*
- Your supervisor will “Approve” the deleted leave request through Manager Self Service.

Editing a Leave Request:

- You can **Edit** or **Change** a leave request up to 1 month after the date of the leave.

Delete a Leave Request

1. Find the leave request you wish to delete by clicking the date of the leave.
2. Click **Delete**.

Leave Request

1 2 3

Display and Edit Review and Send Completed

▼ Hide Calendar ▶ Show Time Accounts ▶ Show Overview of Leave

April 2014							May 2014							June 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
14	30	31	1	2	3	4	5	18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31
15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7
16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	24	8	9	10	11	12	13	14
17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24	25	15	16	17	18	19	20	21
18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31	26	22	23	24	25	26	27	28
19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7	27	29	30	1	2	3	4	5

■ Absent ■ Multiple Entries ■ Sent ■ Deletion Requested ■ Approved Working Hours

Submit New Request

You have selected the following attendance/leave:

Type of Attendance/Leave:

Date:

NOTE: When entering a full day of leave, do not change start time or end

Duration: Hours

Used: Annual Leave: 7.50000 Hours

Approver:

Delete a Leave Request

3. Click Review.

Leave Request

1 2 3
Display and Edit Review and Send Completed

Hide Calendar Show Time Accounts Show Overview of Leave

April 2014							May 2014							June 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
14	30	31	1	2	3	4	5	18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31
15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7
16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	24	8	9	10	11	12	13	14
17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24	25	15	16	17	18	19	20	21
18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31	26	22	23	24	25	26	27	28
19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7	27	29	30	1	2	3	4	5

Absent Multiple Entries Sent Deletion Requested Approved Working Hours

Submit New Request

You have selected the following attendance/leave:

Type of Attendance/Leave: A1. Annual Leave
Date: 4/22/2014
Duration: 7.5 Hours
Used: Annual Leave: 7.50000 Hours
Approver: MSSIT30 MSSIT30

Previous Step **Review** Cancel

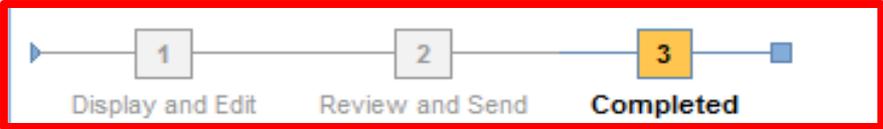
Delete a Leave Request

4. Ensure that you have selected the correct leave request. Click **Previous Step** if you make a mistake.
5. Click **Delete**.

The screenshot displays the 'Leave Request' interface. At the top, a progress bar shows three steps: '1 Display and Edit' (highlighted in blue), '2 Review and Send' (highlighted in yellow), and '3 Completed' (highlighted in grey). Below the progress bar, a confirmation message reads: 'You want to delete the following leave request:'. The details provided are: 'Type of Leave: A1.Annual Leave', 'Date: on Tuesday, April 22, 2014', 'Duration: 7.5 Hours', and 'Used: Annual Leave: 7.50000 Hours'. At the bottom, there are three buttons: 'Previous Step' (highlighted in yellow), 'Delete' (highlighted in blue), and 'Cancel' (highlighted in yellow).

Delete a Leave Request

Leave Request



1 2 3

Display and Edit Review and Send **Completed**

i The leave request has been deleted.

What do you want to do next?
[Request Another Absence](#)
[Go to My Working Time Homepage](#)
[Go to Employee Self-Services Homepage](#)

You have deleted the following leave request:

Type of Leave: A1. Annual Leave
Date: on Tuesday, April 22, 2014
Duration: 7.5 Hours
Used: Annual Leave: 7.50000 Hours

Edit a Leave Request

1. Find the leave request you wish to edit by clicking the date of the leave.
2. Click **Change**.

Leave Request

1 2 3
Display and Edit Review and Send Completed

Hide Calendar Show Time Accounts Show Overview of Leave

May 2014							June 2014							July 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31	27	29	30	1	2	3	4	5
19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7	28	6	7	8	9	10	11	12
20	11	12	13	14	15	16	17	24	8	9	10	11	12	13	14	29	13	14	15	16	17	18	19
21	18	19	20	21	22	23	24	25	15	16	17	18	19	20	21	30	20	21	22	23	24	25	26
22	25	26	27	28	29	30	31	26	22	23	24	25	26	27	28	31	27	28	29	30	31	1	2
23	1	2	3	4	5	6	7	27	29	30	1	2	3	4	5	32	3	4	5	6	7	8	9

Absent Multiple Entries Sent Deletion Requested Approved Working Hours

Submit New Request

You have selected the following attendance/leave:

Type of Attendance/Leave: A1 Annual Leave
Date: 5/23/2014
Time: 2:30 PM To 4:30 PM NOTE: When entering a full day of leave
Duration: 2 Hours
Used: Annual Leave: 2.00000 Hours
Approver: MSSIT30 MSSIT30
Previous Notes: 05/20/2014 10:21:09 ESSIT30 ESSIT30 Daughter's Awards Ceremony

Previous Step Change Delete Cancel

Edit a Leave Request

3. Edit the leave request.
4. Click **Review**.

Leave Request

1 2 3
Display and Edit Review and Send Completed

Hide Calendar Show Time Accounts Show Overview of Leave

May 2014							June 2014							July 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31	27	29	30	1	2	3	4	5
19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7	28	6	7	8	9	10	11	12
20	11	12	13	14	15	16	17	24	8	9	10	11	12	13	14	29	13	14	15	16	17	18	19
21	18	19	20	21	22	23	24	25	15	16	17	18	19	20	21	30	20	21	22	23	24	25	26
22	25	26	27	28	29	30	31	26	22	23	24	25	26	27	28	31	27	28	29	30	31	1	2
23	1	2	3	4	5	6	7	27	29	30	1	2	3	4	5	32	3	4	5	6	7	8	9

Absent Multiple Entries Sent Deletion Requested Approved Working Hours

Submit New Request

You have selected the following attendance/leave:

Type of Leave: A1.Annual Leave

Date: 5/23/2014 To 5/23/2014

Time: 1:30 PM To 4:30 PM NOTE: When entering a full day of leave, do

Duration: 2 Hours

Used: Annual Leave: 2.00000 Hours

Approver: MSSIT30 MSSIT30

Note for Approver:

Previous Notes: 05/20/2014 10:21:09 ESSIT30 ESSIT30 Daughter's Awards Ceremony

Previous Step Review Cancel

Edit a Leave Request

5. Review your changes. If you need to make additional changes, click **Previous Step**.
6. Click **Send** to submit your request for approval.

The screenshot shows a web interface for editing a leave request. At the top, a progress bar is highlighted with a red box. It consists of three steps: '1 Display and Edit' (a blue square with a white number 1), '2 Review and Send' (a yellow square with a white number 2), and '3 Completed' (a grey square with a white number 3). Below the progress bar, the text reads 'You want to request the following leave:'. The details are as follows:

Type of Leave:	A1. Annual Leave
Date:	on Friday, May 23, 2014
Time:	from 1:30 PM to 4:30 PM
Duration:	3 Hours
Used:	Annual Leave: 3.00000 Hours
Approver:	MSSIT30 MSSIT30
Previous Notes:	05/20/2014 10:21:09 ESSIT30 ESSIT30 Daughter's Awards Ceremony

At the bottom of the form, there are three buttons: 'Previous Step' (a yellow button with a left-pointing arrow), 'Send' (a blue button), and 'Cancel' (a grey button). Both the 'Previous Step' and 'Send' buttons are highlighted with red boxes. A red line also underlines the text 'To send the leave request to the next processor, choose Send. You can check the'.

Edit a Leave Request

Leave Request



1 Display and Edit 2 Review and Send 3 Completed

i The leave request has been sent.

What do you want to do next?
[Request Another Absence](#)
[Go to My Working Time Homepage](#)
[Go to Employee Self-Services Homepage](#)

You have requested the following leave:

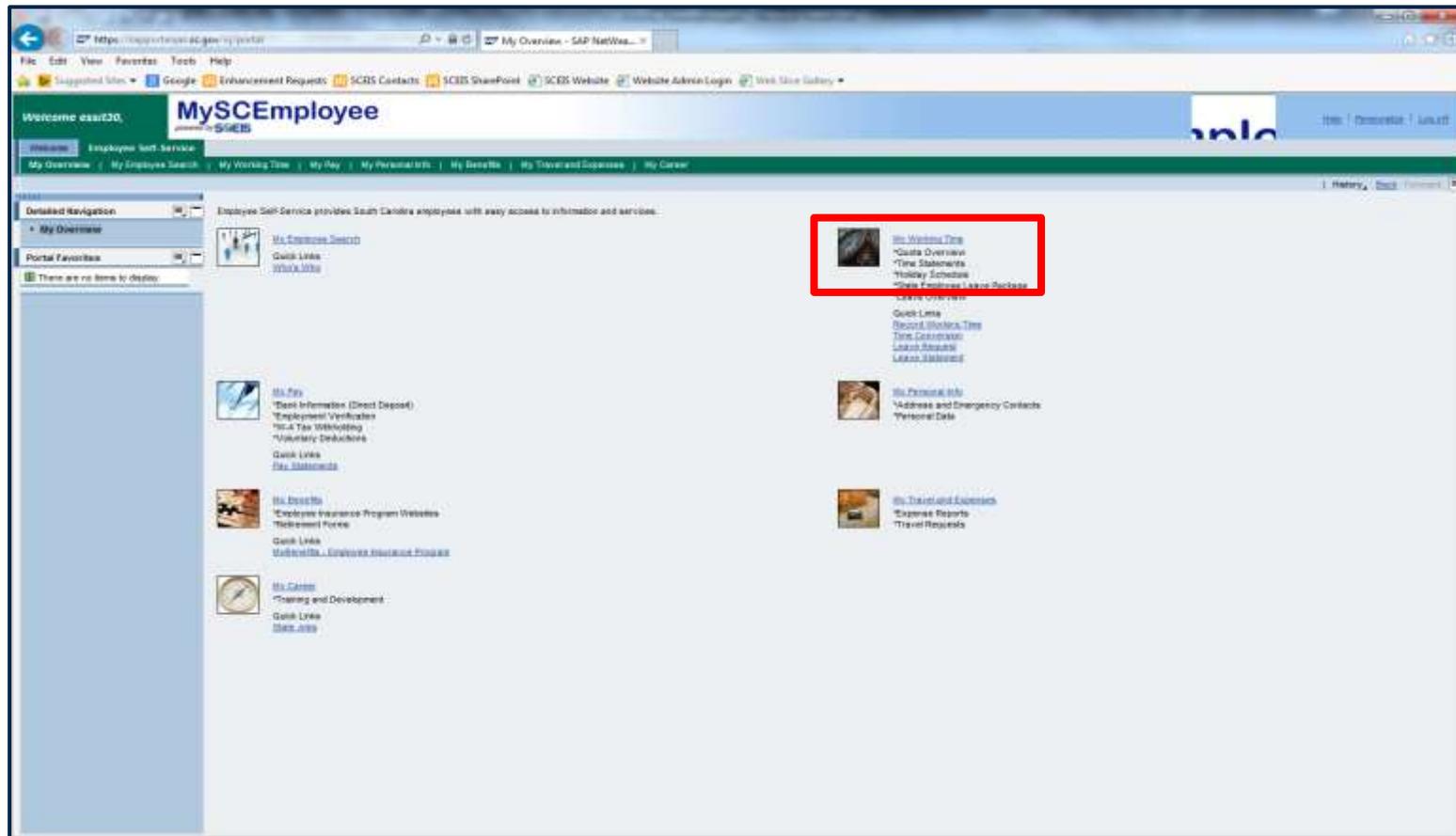
Type of Leave: A1. Annual Leave
Date: on Friday, May 23, 2014
Time: from 1:30 PM to 4:30 PM
Duration: 3 Hours
Used: Annual Leave: 3.00000 Hours
Approver: MSSIT30 MSSIT30



LESSON 5: Display Quota Balances

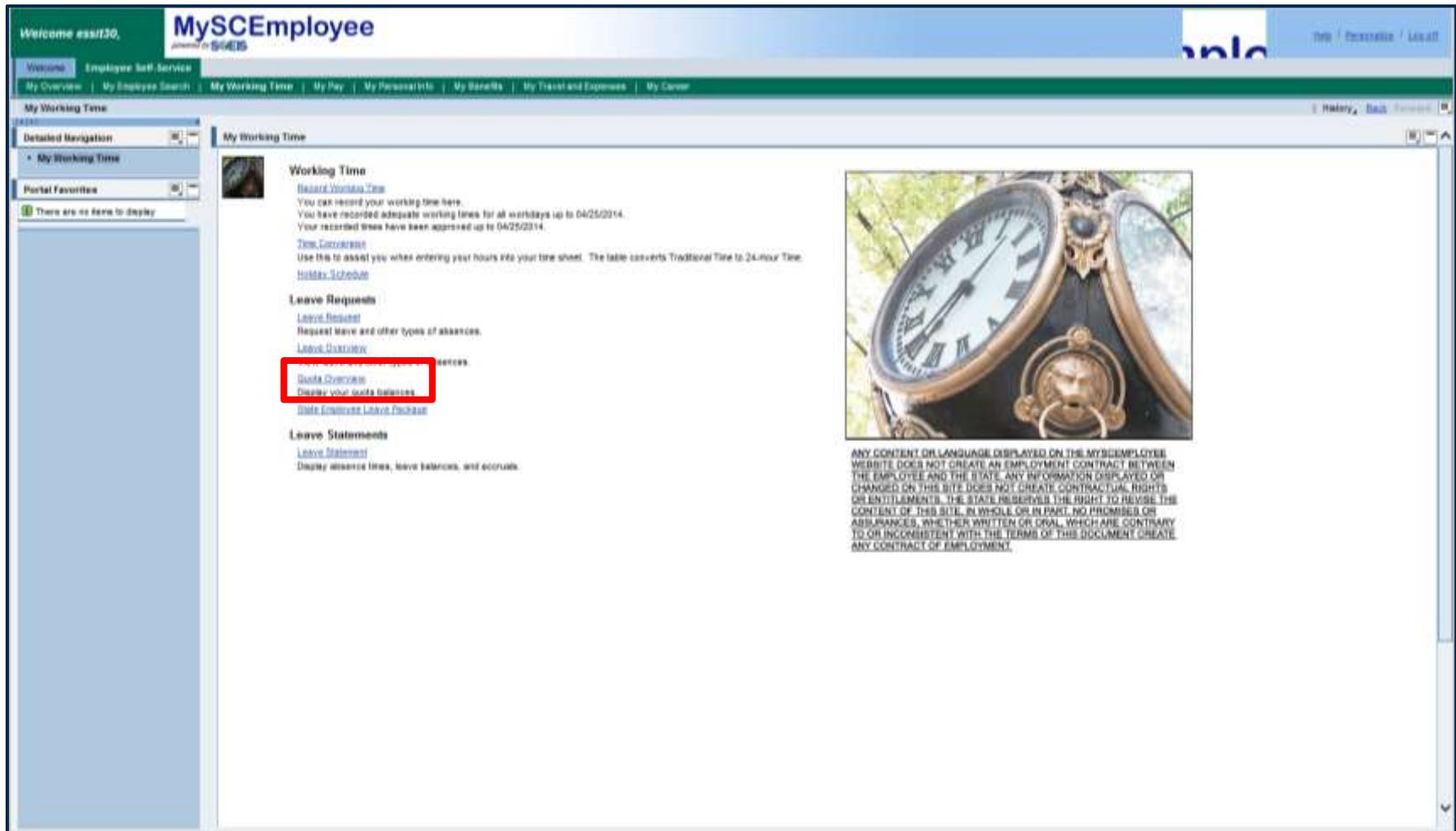
Display Quota Balances

1. Click the My Working Time link.



Display Quota Balances

2. Select the Quota Overview link.



The screenshot displays the MySCEmployee web application interface. The top navigation bar includes the user name 'Welcome essrl30', the application name 'MySCEmployee', and the logo 'SCEIS South Carolina Enterprise Information System'. The main navigation menu lists various sections: My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The 'My Working Time' section is currently selected, and its sub-menu is visible on the left, showing 'My Working Time' and 'Portal Favorites'. The main content area is titled 'My Working Time' and contains several sections: 'Working Time' with a 'Based Working Time' link, 'Leave Requests' with 'Leave Request' and 'Leave Cancellation' links, 'Quota Overview' with a 'Display your quota balances' link (highlighted with a red box), and 'Leave Statements' with a 'Leave Statement' link. A large image of a clock is displayed on the right side of the page, and a disclaimer is visible at the bottom right.

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Display Quota Balances

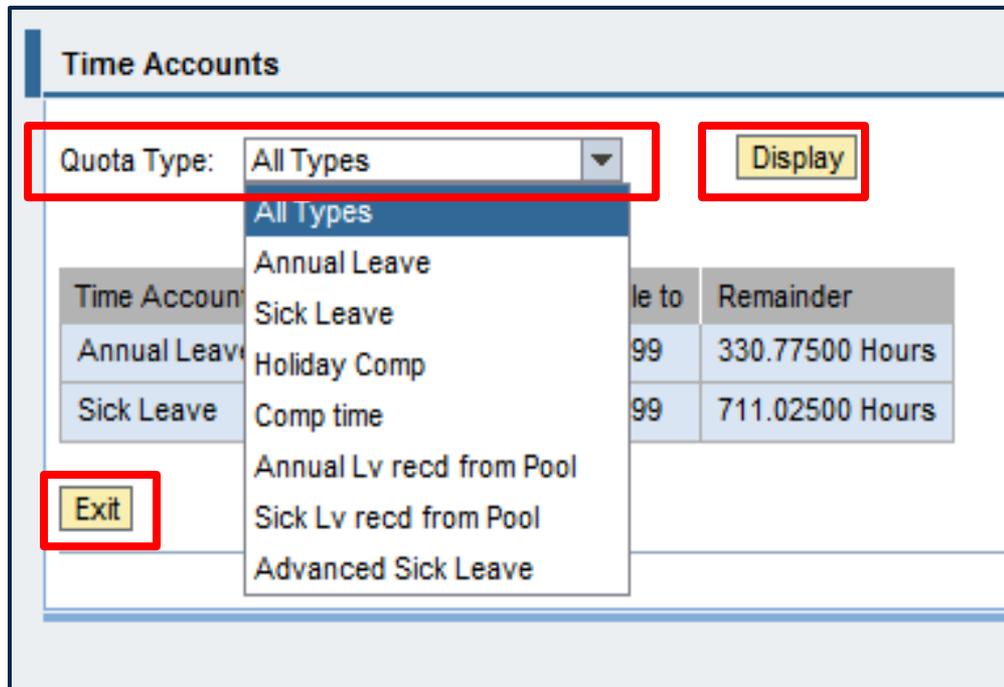
Time Accounts

Quota Type:

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	6/2/2010	12/31/9999	330.77500 Hours
Sick Leave	6/2/2010	12/31/9999	711.02500 Hours

Display Quota Balances

Click the Quota Type drop-down menu to select a particular leave type and click **Display**.



The screenshot shows the 'Time Accounts' application interface. A red box highlights the 'Quota Type' dropdown menu, which is currently set to 'All Types'. Another red box highlights the 'Display' button. A third red box highlights the 'Exit' button. The dropdown menu is open, showing the following options: 'All Types', 'Annual Leave', 'Sick Leave', 'Holiday Comp', 'Comp time', 'Annual Lv recd from Pool', 'Sick Lv recd from Pool', and 'Advanced Sick Leave'. Below the dropdown menu, a table displays the balance for the selected leave type. The table has columns for 'Time Account', 'le to', and 'Remainder'.

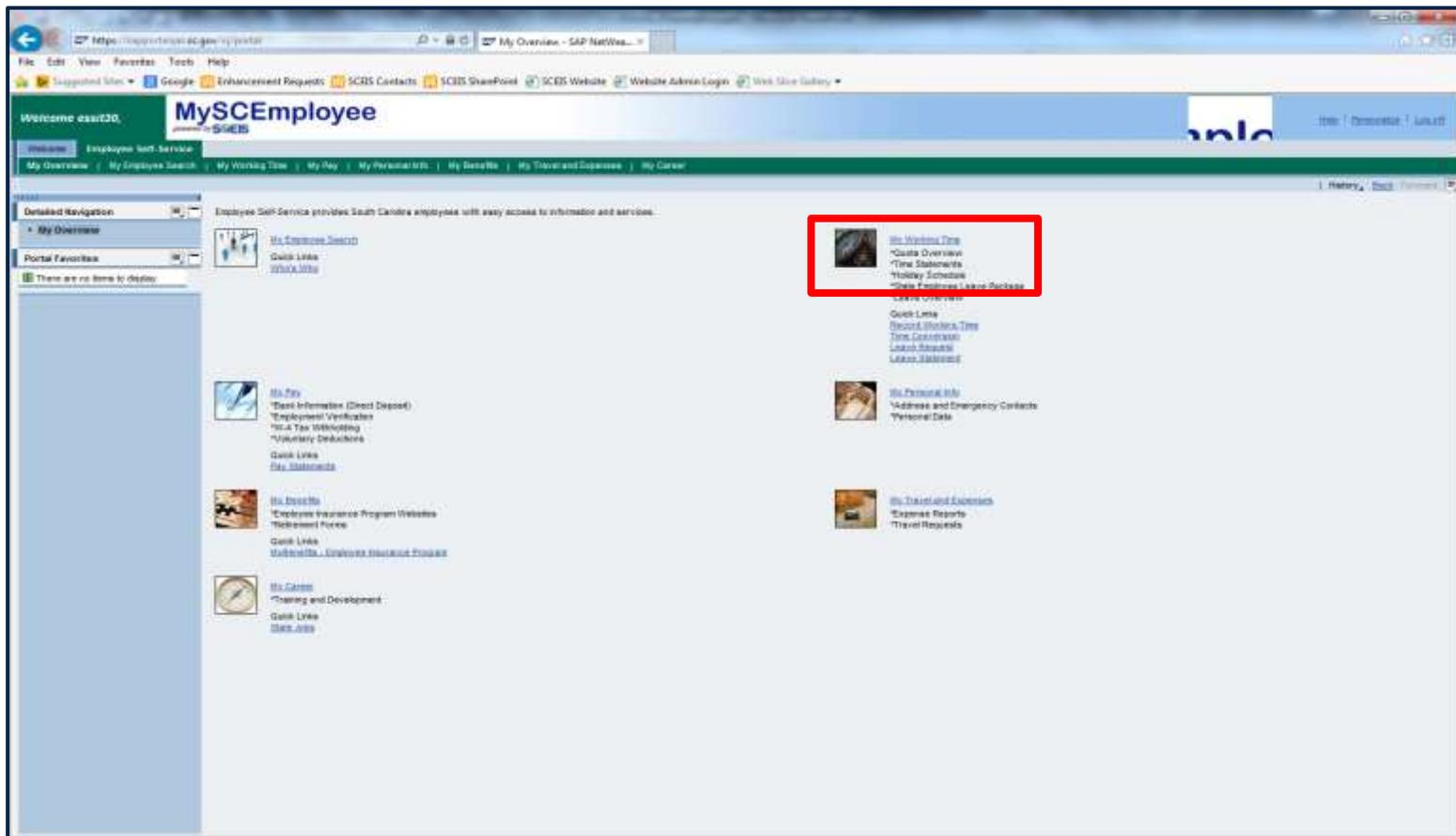
Time Account	le to	Remainder
Annual Leave	99	330.77500 Hours
Sick Leave	99	711.02500 Hours



LESSON 6: View Leave Statements

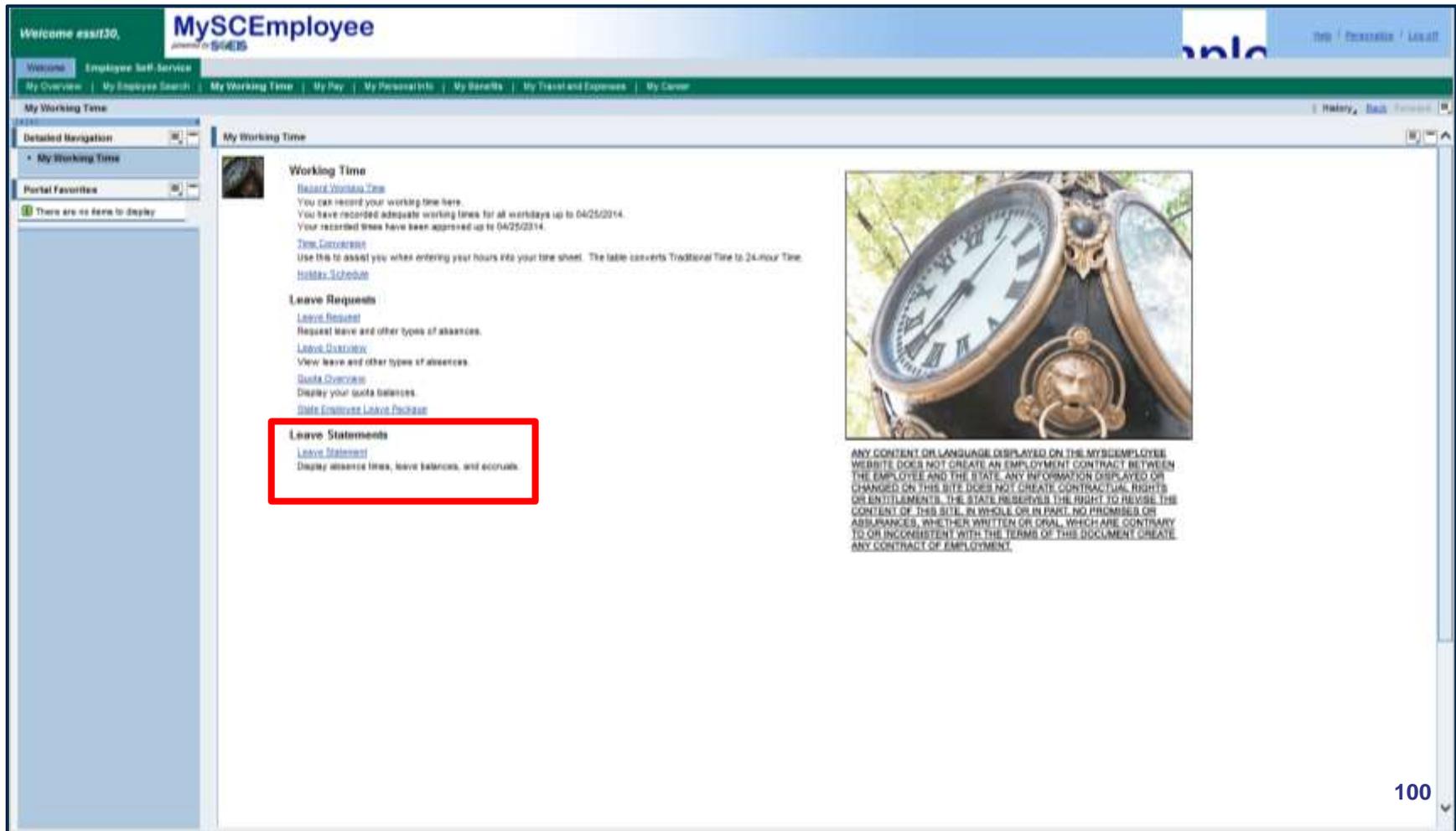
View Leave Statements

1. Click the My Working Time link.



View Leave Statements

2. Click the Leave Statement link.



The screenshot shows the MySCEmployee web portal interface. The main content area is titled "My Working Time" and contains several sections: "Working Time", "Leave Requests", and "Leave Statements". The "Leave Statements" section is highlighted with a red rectangular box. Below the "Leave Statements" section, there is a disclaimer text.

Working Time
[Based Working Time](#)
You can record your working time here.
You have recorded adequate working times for all workdays up to 04/25/2014.
Your recorded times have been approved up to 04/25/2014.
[Time Conversions](#)
Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-hour Time.
[Holiday Schedule](#)

Leave Requests
[Leave Request](#)
Request leave and other types of absences.
[Leave Distribution](#)
View leave and other types of absences.
[Quota Overview](#)
Display your quota balances.
[State Employee Leave Package](#)

Leave Statements
[Leave Statement](#)
Display absence times, leave balances, and accruals.



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View Leave Statements

Leave Statement

[Display More Leave Statements](#)



Leave Statement

04/01/2014 to 04/30/2014

Personal / Organizational Data

Personnel Number		Name	
Position		Org. Unit	
Personnel Area	F20-BUDGET AND CONTROL BOARD	Annual Leave Accrual Date	11/02/2005
Avg. Weekly Working Hrs.	37.50		

Monthly and YTD Absence Hours

Absence Type	Monthly Hrs.	YTD Hrs.	Absence Type	Monthly Hrs.	YTD Hrs.	Absence Type	Monthly Hrs.	YTD Hrs.
Annual Leave	26.00	37.50	Personal Sick Leave	0.75	14.50	Family Sick Leave	0.00	0.00
Adoption Leave	0.00	0.00	Comp. Time	0.00	0.00	Holiday Comp Time	0.00	0.00
Administrative Leave	0.00	0.00	Amer. Red Cross	0.00	0.00	Blood Drive	0.00	0.00
Bone Marrow Donor	0.00	0.00	Court Leave	0.00	0.00	Death Inmd Family	0.00	0.00
Hazard Weather	0.00	39.50	Military Leave**	0.00	0.00	Organ Donor Leave	0.00	0.00
Voting Leave	0.00	0.00	Leave w/o Pay	0.00	0.00	Voluntary Furlough	0.00	0.00
Mandatory Furlough	0.00	0.00						

Absence Quotas

Description	Monthly Beginning Balance	Monthly Accrual (+)	Monthly Deduction (-)	Paid, Forfeited, Donated, & Transferred (-)	Adjustments (+/-)	Monthly Ending Balance	YTD Hours Used
Annual Leave	357.90	9.38	26.00	0.00	0.00	341.28	27.50
Sick Leave**	704.43	9.38	0.75	0.00	0.00	713.03	14.50



South Carolina Enterprise Information System

Course Summary

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Course Summary



- Log into the MySCEmployee Website
- Record Working Time (with and without Charge Objects)
- Submit a Leave Request
- Display Quota Balances and
- View Leave Statements

Visit the Links page of this course for additional resources.